



2426 PARKWAY DRIVE
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POSITION AVAILABLE

JOB TITLE: **EMPLOYMENT COACH – JOB PLACEMENT**

GENERAL DESCRIPTION: The key function of the Employment Coach in Job Placement is to assist the Employment Specialist in supporting people who are interested in pre-employment and employment services leading up to community integrated employment. Duties include providing group or individualized training and providing intensive supports for participant such as job coaching, worksite analysis or job analysis. Additional duties include curriculum implementation, mock interviewing, resume' development, obtaining required information and documentation from developed sites while providing excellent customer service. The Employment Coach in this position will work in multiple counties within the MMI service area and significant local travel is required.

MINIMUM QUALIFICATIONS: Teaching, sales, or six months of relevant experience. Able to communicate effectively both verbally and in writing with all customers including, participants, employers, and co-workers. Must be able to physically perform the assigned job to the satisfaction of the employer and to provide training to participants on all aspects of the job either with or without accommodations. Authorized drivers must be willing to participate in random drug screening as required. This position requires Medium Work: Able to exert 20-50 pounds of force occasionally and 10-25 pounds frequently.

PREFERRED QUALIFICATIONS: Advanced education in marketing, sales, business or rehabilitation. Experience in an employment training program or other community based rehabilitation programs. Completion of training relevant to rehabilitation i.e., First Aid, CPR, Confrontation/Avoidance, Gentle Teaching, Sign Language.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES