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***POSITION AVAILABLE***

JOB TITLE: **EMPLOYMENT COACH**

MMI's main focus is to integrate people with disabilities into the community as much as possible. Community and Transitional Employment are work programs designed to provide job training and employment opportunities, with the ultimate intent of leading to community integrated employment. The Employment Coach is part of the participant's employment team and is the person responsible for providing employment and skills training to each assigned participant. The Employment Coach also oversees assigned contract(s) ensuring timely completion, quality control as well as assisting participants to satisfactorily complete contract requirements when needed. The Employment Coach serves as a working coach and is responsible for providing supports to participants while assuring complete customer satisfaction. This position reports to an assigned MMI supervisor as specified in the employment letter.

**MINIMUM QUALIFICATIONS:** Six months of experience relevant to the job assignment. Able to communicate effectively with all customers including, participants, employers, and co-workers. Physically able to perform the job to the satisfaction of the employer and to provide training to participants on all aspects of the job either with or without accommodations. If driving is required for the assignment, must possess a valid driver's license and an acceptable driving record. Some positions require the employee to obtain a chauffeur's license and/or a CDL and an MDOT physical within 2 weeks of the assignment. 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:** Experience in an employment training program or other community based rehabilitation program. Completion of training relevant to position i.e., First Aid, CPR, Gentle Teaching, Mental Health First Aid, and 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.

**MUST BE ABLE TO BECOME AN AUTHORIZED DRIVER**

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. 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.