



**2426 PARKWAY DRIVE  
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**POSTED DATE:** October 13, 2020  
**POSTED END DATE:** Open Until Filled  
**JOB TITLE:** EMPLOYMENT COACH (FULL-TIME)  
**PROGRAM/LOCATION:** CLARE COUNTY  
**DATE AVAILABLE:** Immediately  
**REPORTS TO:** Shad Welke, Community Employment Manager  
**HOURS:** 34 Hours per Week  
**APPLY TO:** Jori Coster, Director of Human Resources

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.

**MINIMUM QUALIFICATIONS:** Six months of experience relevant to the job assignment. Able to communicate effectively with all customers including, participants 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. 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 programs. Completion of training relevant to rehabilitation i.e., First Aid, CPR, Confrontation/Avoidance, Gentle Teaching, Emergency Physical Intervention Skills, Sign Language.

**ESSENTIAL FUNCTIONS:**

1. Serving as a role model, assist in training participants in appropriate work and appearance standards.
2. Assist participants to advocate/solve their own job related problems.
3. Assist in providing active treatment by engaging participants in meaningful and productive activity at all times in keeping with each participant's Person-Centered Plan.
4. Assist in the training of participants to move to positions of increasing responsibility and independence.
5. Maintain work areas in a neat and orderly manner.
6. Ensure compliance with job standards and quality requirements by following established procedures.
7. Recommend changes in work methods to improve efficiency.
8. Assume responsibility for the health and safety of participants, self and others, including training and enforcement of safety rules and regulations. Report safety concerns to supervisor promptly.
9. Assist in the tracking of production for each participant.
10. Serve as an advocate for participants by assuring recipient's rights and confidentiality are protected in accordance with agency policy and the Mental Health Code, including completion of incident reports and verbal reporting to manager and/or MMI's Recipient Rights Advisor.
11. Assure that agency equipment is maintained in good working order and that maintenance requests are submitted as needed. Use supplies responsibly, avoiding unnecessary waste.
12. Provide back up for duties of other staff as assigned by the manager.

