

WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402**Job Description**

Job Title:	Project Search Job Coach
Supervisor:	Project Search Instructor (Hospitality)
Salary Range:	\$14.00 - \$18.00 (hourly) 18.75 hours per week
Location:	Renaissance Hotel 9495 W Coyotes Blvd. Glendale, AZ 85305

Essential Duties and Responsibilities:

- Participate in activities related to the recruitment of potential clients
- Assist the instructor and program coordinator by gathering potential clients' (applicants') documents necessary for determining VR eligibility
- Assist clients in acquiring necessary mobility/transportation to keep appointments and access Industry Specific Training program
- Analyze work experience sites and match clients with those that are deemed appropriate by the instructor, coordinator, host business, and VR Counselor
- Provide support to clients as deemed necessary by the team including the following:
 - assistance reinforcing vocational, job-readiness, independent living, and personal/social content areas;
 - structured training at work experience sites consistent with each client's targeted vocational goals; and
 - identification and implementation of necessary accommodations/modifications at work experience sites
- Collect data as necessary to document clients' progress in work experience sites
- Assist with teaching the Industry Specific Training Services and Project SEARCH curriculum as directed by the instructor
- Assist instructor and coordinator with maintaining an accurate case file for each client
- Provide support to and liaise with work experience site employees to ensure consistent, accurate communication of all concerns, issues, and feedback related to clients or the Industry Specific Training Services program
- Participate in all Industry Specific Training Services team meetings
- Attend all training seminars offered by VR and/or contractor regarding Industry Specific Training Services procedures and practices
- Maintain a log of all activities and time spent on the Industry Specific Training Services program; report activities and time to instructor and program coordinator
- Under the supervision of the instructor and program coordinator, implement a system for disseminating Industry Specific Training Services program information to potential employers and work experience sites
- Assist instructor and coordinator in maintaining a system for tracking employers and work experience sites that have ever been active with Industry Specific Training Services

Knowledge and Skills:

- High school diploma or general education degree (GED)
- Must be a team player and get along well with others
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Willingness to work with high school youth and adults
- Demonstrate good people skills
- Strong organizational and communication skills
- Able to work a flexible schedule
- Good working knowledge of distribution and logistics
- Ability to adapt to change, i.e., working with adults and high school students

Requirements:

- Experience with Job Coaching people with disabilities
- Experience working in a distribution or logistics field
- Experience working with state agencies that support employment
- Experience working in a educational setting
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date: Immediately

Application Procedure:

Submit on-line application West-MEC.org

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

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