

Job Coach / Employment Consultant (Mukilteo)

Date: 2010-05-17, 3:10PM PDT

Reply to: shamilton@divind.com

Job Duties: Work with adults with developmental disabilities through Supported Employment activities. Provide coaching for participants primarily through the use of verbal cues. Some hand over hand coaching may be required. This position requires extreme patience. Resume writing is a component of this job. Maintain effective relationships with employers. Must be willing to search out communication with persons who may not utilize typical communication abilities. Coaching takes place in the community and within our training facility. This position also performs administrative office functions as assigned. This position is responsible for case management, detailed documentation and record keeping, timely reporting for billing purposes, maintaining positive and professional relationships with the client, families, funding agencies, referral agencies, businesses, other service agencies, and co-workers.

Qualifications: Ability to present information and market employment services to business managers and owners. Must have excellent written and verbal communication skills. Must have excellent time management skills. This position requires someone who enjoys working in a team environment however you must also be comfortable working independently. Able to successfully pass a Background Check and Drug Test.

Education and Experience: High School diploma or equivalent required. Bachelor's degree in human services, special education, or vocational rehabilitation preferred. Minimum of two years experience working in direct service with adults with developmental disabilities preferred.

Certifications: Ability to obtain First Aid/CPR. A current Washington State Drivers License with an acceptable driving record is required. You must own a licensed, dependable, legal vehicle with automobile insurance coverage. Must be at least 21 years of age.

We are looking for someone who is passionate about the community we serve, and our goal of community inclusion through employment. You must be kind, caring, empathetic, able to work independently, reliable, and a progressive thinker. We offer: Competitive salary, sick leave, vacation, medical/dental coverage, 401k.

This is a fulltime position.

Compensation \$12.50 - \$15.00 DOE