

Our Achieve Employment program partners with local businesses to give people with disabilities opportunities to gain work experience, explore career opportunities, build a resume, maintain employment, or change their mind and want to try a new job path. The reward comes in seeing the outcome of the person's hard work and how proud they are of obtaining employment in their community.

The Employment Coach does not provide the on-the-job training. The employer would do that. We provide on-site coaching and assistance as needed. The Employment Coaches do not do any type of job development-that is the role of the job developer.

**HOURS:** 20-25 hours per week **(This is not a virtual position.)**

- Business Hours are 7:30 am - 4:00 pm
- The coaching schedule will be based on coaching needs.
- The schedule will primarily be late afternoon, early evening & possibly some weekend hours.

**Essential Duties and Responsibilities include, but are not limited, to the following.**

- Complete written task/job analysis and orientation for those individuals newly placed in community-based employment.
- Provide skill training and employment coaching for individuals in community-based employment.
- Assist individuals to achieve production quotas and quality standards as established by the employer.
- Provide emergency intervention for individuals having difficulty on the job.
- Develop and provide community job shadows and informational interviews for individuals in career exploration.
- Facilitate and maintain contact with funding sources, employers, agency staff, clients and significant others regarding clients' progress towards employment goals.
- Provide case management services to include written PCP's, monthly reports, case notes, and attend staffings.
- Submit all required billing reports, DWD reports, LTS reports, entries into Docuware, etc., by the required due dates.
- Maintain accurate documentation of employment coaching and case management activities.
- Develop, implement and evaluate client goals related to employment success.

**QUALIFICATIONS:**

- Education and/or Experience: Associate degree and two years related experience or equivalent combination of education and experience. Bachelor's degree preferred.

- Computer / Technology Skills: Microsoft Outlook, Word and Excel; Internet Explorer
- Transportation: Essential duties typically require a valid WI driver's license, a good driving record and access to an adequately insured vehicle.

Job Type: Part-time

Salary: \$17.88 per hour

Expected hours: 20 – 25 per week.

Benefits:

- 401(k)401(k) matching
- Dental insurance
- Employee assistance program
- Life insurance
- Mileage reimbursement
- Paid time off
- Vision insurance