

JFCS Employment Opportunity



JEWISH FAMILY AND CHILDREN'S SERVICE OF MINNEAPOLIS

Family Service Division

JVS Division

Job Coach

Part Time – 10 - 20 hours per week

Summary: The Job Coach reports to the Voc Rehab Program Manager. This position is responsible for preparing program recipients for successful employment outcomes through supported employment and training.

Responsibilities:

- Assess program recipient needs to create a comprehensive training plan and review case file to obtain pertinent information including disability, employment barriers, strengths, interests, etc.
- Meet with program recipient on a regular basis as scheduled for work at the JCC.
- Develop and deliver effective support and training to achieve successful employment outcomes.
- Communicate program recipient progress to appropriate parties on a regular basis.
- Collect information regarding job performance via the performance evaluation guide, observation and input from program recipient, employer and appropriate JCC staff.
- Document all case information in a manner consistent with program guidelines, ensuring that all information is included in the case file as required by contracts.

Requirements:

- Bachelors degree in psychology, social work, education, human services or related area or equivalent combination of education and experience.
- Previous experience in adult education, social work, human services or related area is required. Experience working with individuals with disabilities is preferred.
- Knowledge of training techniques appropriate for a variety of learning styles.
- Ability to demonstrate and provide effective leadership, training, and case management services to diverse population of program recipients.
- Strong interpersonal and communication skills, with ability to interface well at all levels.
- Good organizational and follow-through skills.
- Effective time management skills and ability to meet deadlines.

Please submit cover letter and resume to Tammy Katz, Director of Human Resources. E-mail tkatz@jfcsmpls.org or fax to 952.546.1679. Please specify the position you are applying for.

For more information on this position, see www.jfcsmpls.org. AA/EEO