



FOUNDATION

*Promoting Lifelong Fun Adventures for
the Developmentally Disabled Since 1968*

Lead Job Coach - Flerish Thrift Store

JOB TITLE: Lead Job Coach
DEPARTMENT: Employment Services
REPORTS TO: Employment Coordinator/ Director, Employment Services
FLSA STATUS: Non-Exempt
EEO Classification 09
Safety Sensitive Position

SUMMARY:

Are you a DYNAMIC professional looking to grow as a leader? Do you have a goal of utilizing your training ability to help people enhance their strengths and improve their job skills? If so, Civitan Foundation is seeking a person with a coaching mindset to offer guidance and support to people with disabilities on the road to developing their workplace successes in a retail environment

ESSENTIAL ROLES AND RESPONSIBILITIES:

Coaching Responsibilities

- Accountable for effective service coordination between the Flerish store and Civitan Employment Services Coordinator
- Responsible for ensuring coaches are adhering to the daily running of member goals and related daily/weekly/monthly documentation including case notes - submits to the services team - hold team accountable to meeting training quality expectations
- Communicates and interacts with others on an individual and group basis, to ensure quality training and support for Civitan staff and members
- Assists Employment Services Coordinator/Director in teaching job coaching 101 to staff
- Coordinates new member interviews at Flerish between the service team and store manager
- Provides support to store management & service training/support in a manner that meets/exceeds expectations of Civitan customers - may develop and maintain ongoing relationships with family members & guardians at the offsite
- Works with onsite coaches to compile member incident reports and forwards to the service department for additional actions/instructions
- Recommends training refreshers for job coaches and ensures coaches follow coaching guidelines as instructed - report any needs to the employment services Coordinator
- As directed by the service team, may participate in providing feedback in ISP member meetings

General Operations

- Assists store management in opening/closing, cash register close out/reconciliation, safety trainings at the site, emergency drills, MSD sheets for chemicals used onsite - ensuring this is in compliance
- Will dispense daily medication to members as prescribed - ensure medications onsite are up-to-date
- Provide daily (morning, afternoon & evening) transportation of members between the Civitan Village & Flerish Thrift Store as needed
- Follows and ensures all coaches always follow Civitan's safety procedures including taking extra precautions in conditions of extreme heat/cold

Administration Functions

- Conducts member time studies at the onsite - responsible for following the site task analysis step by step and working with coaches on timing members every 6 months or when a change at the site occurs- submit final timings to service dept.
- Monitors daily ratios at the store (ensures job coaches and members work schedules are followed) and reports any discrepancies to the services team for further instructions

DESIRED QUALIFICATIONS AND SKILLS:

- 2-5 years working with individuals with disabilities and/or other barriers to employment strongly preferred
- Degree in related field preferred but not required - HS diploma required
- 1-2 years' experience as a trainer or in a similar capacity - retail experience helpful
- Organized in order to manage multiple projects simultaneously
- Team player who will collaborate with existing staff
- First Aid / CPR Certified
- General knowledge of facility management
- Current driver's license and valid auto insurance coverage required
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check
- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs

ADDITIONAL INFORMATION:

To be successful in this role, outside of the above requirements this person will have the desired characteristics:

- Is an effective role model
- Shows enthusiasm and a sense of humor
- Exhibits an overall positive attitude
- Utilizes sound judgment and decision-making skills
- Is adaptable in dealing with individuals with various disabilities and cultural differences
- Protects the privacy of individuals and the confidentiality of information
- Avoids action that could result in conflicts of interest
- Ability to function in a flexible, ever-changing environment
- Belief in inclusiveness in all community settings
- Ability to work with a minimum of supervision.
- Ability to accommodate a flexible work schedule. Days and times will be assigned based on program/program participants needs. This may include working some evening, weekends or holidays.

Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to Kimberly Jensen Columbia at: KJensenColumbia@campcivitan.org, of phone (602-953-2944)

Please Visit www.civitanfoundationaz.org to learn more about the Civitan Foundation, Inc.