

## **Mission Empower Job Description**

**TITLE:** Mission Employment Job Coach

**REPORTS TO:** Mission Employment Director

### **GENERAL DESCRIPTION:**

Calling all people persons in Erie and Crawford County! Help acclimate young adults with disabilities to the workplace. Supplement your income while setting your own schedule. Earn \$12/hour with this **per diem** opportunity.

Mission Empower is seeking two enthusiastic individuals with big hearts to serve youth with disabilities as job coaches. The Job Coach provides support for the Mission Employment program including job shadowing, internships, and group trainings. He/she serves to improve postsecondary educational outcomes and career readiness for youth ages 14-21 with a full range of disabilities facing the compound at-risk barriers of disability, poverty, and racial inequality.

### **SPECIFIC JOB DUTIES:**

1. Performs direct services including:

- Communicating effectively with youth and their families from multicultural and/or disadvantaged backgrounds
- Networking with local employers to develop new connections and opportunities for job shadows and paid work experiences
- Contacting businesses and other organizations to arrange job shadows and paid work experiences and supporting youth one-on-one at job shadows and internships
- Assisting youth with life skills and resolution of difficulties that impede the progress of basic skills training

2. Accurately completes all program documentation, including service logs.

3. Attends Mission Empower training opportunities.

4. Travels independently, as required.

### **QUALIFICATIONS:**

1. Must be a minimum of 20 years of age

2. High school degree or equivalent

3. Knowledge of and commitment to empowering families and their children and youth with disabilities so that inclusion in society may be realized.
4. Proficient oral and written communication skills.
5. Problem-solving and critical thinking skills, including the ability to weigh alternative decisions and reduce risks.
6. Must work respectfully and collaboratively with youth participants, fellow staff, M.E. board and volunteers, and the general community.
7. Able to handle complex working environments with individuals with multiple disabilities and skill levels.

**BENEFITS:**

- Flexible schedule
- Workers compensation insurance
- Professional development and advancement opportunities
- The chance to make a difference in people's lives
- A dynamic work environment where no day is the same as the next!

**This is a part-time, per diem position.**

**Mission Empower is an equal opportunity employer.**