

**Do-All, Inc.**  
**Job Description**

**Do-All, Inc. Mission:** We believe that all individuals should be able to live, work and play in their community. With this belief in mind, Do-All will assist individuals to achieve self sufficiency through leadership, empowerment, material supports and employment training.

**Job Title:** Supported Employment/Supported Self-Employment Training Coach

**Department:** Employment Services

**Reports To:** Director of Employment Services

**FLSA Status:** Hourly

**Prepared By:** Beth Klosowski

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**Approved By:** Christopher Girard

**Approved Date:** 6/30/14

**Summary:** The Employment Services staff is dedicated to promoting diversity in the workforce by including people with disabilities. The Training Coach is the primary support to both the individual with a disability and the business. The Training Coach reports directly to the Director of Employment Services.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Daily reporting and noting progress at the job site
- Liaison with business to provide ongoing support as needed
- Develop strategies to provide accommodations within the workplace
- Assist with the development of self-employment options
- Provide ongoing skill training in transferrable job skills
- Coordinate with Employment Services staff, as well as referring agencies
- Perform additional duties as requested

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reliable and trustworthy
- Knowledge of recyclable products
- Ability to work independently
- Ability to conform to the rules of different businesses, flexibility
- Creative
- Superior interpersonal and communication skills, both oral and written
- Ability to multi-task
- Experience working with a wide range of individuals
- Ability to teach and model tasks, awareness and appreciation of individuals with disabilities
- Ability to stand or walk for extended periods of time, lift and carry equipment and supplies used in the course of work

**Education and/or Experience:** GED required and six months to one year related experience and/or training.

**Certificates, Licenses:**

- Possession of a valid Michigan Driver's license and a satisfactory driving record is required.
- CPR, 1<sup>st</sup> aid, blood borne pathogens
- BABH training – recipient rights, cultural competence, respect & responsibility

**Other Skills and Abilities:** Be able to have patience to work with individuals with developmental disabilities, Employment Training Specialist preferred, ongoing training in rehabilitation practices, behavioral health and leadership development

**Language Skills:** Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software and Microsoft Word, Word Processing software

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

*Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

*Project Management* - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

*Technical Skills* - Strives to continuously build knowledge and skills; Shares expertise with others.

*Customer Service* - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

*Interpersonal Skills* - Focuses on solving conflict, not blaming; Remains open to others' ideas and tries new things.

*Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.

*Teamwork* - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

*Visionary Leadership* - Displays passion and optimism; Inspires respect and trust.

*Change Management* - Develops workable implementation plans; Builds commitment and overcomes resistance.

*Delegation* - Sets expectations and monitors delegated activities; Provides recognition for results.

*Leadership* - Inspires and motivates others to perform well.

*Managing People* - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Fosters quality focus in others.

*Quality Management* - Looks for ways to improve and promote quality.

*Business Acumen* - Understands business implications of decisions; Aligns work with strategic goals.

*Cost Consciousness* - Develops and implements cost saving measures; Contributes to profits and revenue.

*Diversity* - Educates others on the value of diversity; Builds a diverse workforce.

*Ethics* - Treats people with respect; inspires the trust of others; Upholds organizational values.

*Strategic Thinking* - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

*Judgment* - Displays willingness to make decisions; Includes appropriate people in decision-making process.

*Motivation* - Sets and achieves challenging goals.

*Planning/Organizing* - Prioritizes and plans work activities; Organizes or schedules other people and their tasks.

*Professionalism* - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.

*Quantity* - Meets productivity standards; Strives to increase productivity.

*Safety and Security* - Observes safety and security procedures.

*Adaptability* - Able to deal with frequent change, delays, or unexpected events.

*Attendance/Punctuality* - Arrives at meetings and appointments on time.

*Dependability* - Follows instructions, responds to management direction.

*Initiative* - Looks for and takes advantage of opportunities; Asks for and offers help when needed.

*Innovation* - Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas.

**This document describes the position currently available. It is not an employment contract. Do-All, Inc. reserves the right to modify job duties or job descriptions at any time.**