

California State University, Fresno Foundation

VOCATIONAL JOB COACH - WAYFINDERS JOB ANNOUNCEMENT #13-645

POSITION SUMMARY:	Part-time, non-benefited position for the Wayfinders Program with California State University, Fresno Foundation. The position is year round, beginning July 2013. The Vocational Job Coach reports to the Vocational Specialist. The Vocational Job Coach (VJC) will advocate for, facilitate, and support the Wayfinders student in their vocational efforts and work experience placements. Applicant must have a strong interest in improving the lives of individuals with disabilities. Must have a valid driver's license, vehicle insurance and working vehicle. Assignments will rotate as needed for proper staffing of student activities, work schedules and trainings. Shift work: weekdays, evenings and/or weekend hours.
ESSENTIAL JOB FUNCTIONS:	<p><i>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.</i></p> <ul style="list-style-type: none"> • Provide vocational support at the campus and community work experience sites as needed • Provide on the job training and support • Discuss with site supervisor what skills they will teach and support, and what skills the VJC will need to support • Under the direction of the Vocational Specialist, assist with task analysis of job as needed • Break tasks down and teach/support student as needed • Develop necessary job accommodations • Assist with Career Development class as needed • Provide guidance necessary to assist students in the successful planning and execution of employment opportunities • Accompany students to job site/appointments as necessary • Demonstrate a passion and ability to relate to individuals with intellectual/developmental disabilities • Observe, collect data and monitor instructional effectiveness of vocational skills and student progress using tools and strategies gained through professional development • Collect data and monitor instructional effectiveness of critical thinking and social skills and student progress using tools and strategies gained through professional development. • Meet and communicate with supervisor and site administration through a weekly schedule/log of activities and individualized notes • Keep accurate attendance records • Model superior customer service to all Wayfinders staff and students • Maintain confidentiality of all pertinent matters relating to personnel, students and faculty • Serve as an advocate for students with disabilities with related community agencies and various aspects of Fresno State • Assist in all individualized vocational program planning for students • Assist in developing and maintaining individual vocational and social skill plans • Respond to emergency situations, as needed in collaboration with Wayfinders staff • Address and resolve issues that threaten the health safety and continued independence of the students • Attend mandatory Vocational and Staff meetings • Assist with special events as needed • Transport students to and from work as needed • Provide travel training utilizing the city transit system with the student to and from work as needed • Perform other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<ul style="list-style-type: none"> • High school diploma or equivalent required • Valid Driver's License as coaches may be asked to provide transportation for shopping or recreational activities. • Completion of First Aid, CPR and fingerprint clearance (to be completed upon hire) • Good organization and writing skills to be required to log and take detailed case notes on any work they do with the students • Coaches must have a passion and ability to relate to individuals with intellectual/developmental disabilities.
SALARY:	\$10.50 per hour
FILING DEADLINE:	Open until filled.

TO APPLY:	<p>Please submit an Auxiliary application, resume and list of at least three professional references. Visit our website at http://auxiliary.com/auxhr/jobs.html to locate and print job application or obtain employment application at:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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