



2426 PARKWAY DRIVE
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POSITION AVAILABLE

Posted: May 19, 2017

JOB TITLE: **EMPLOYMENT MENTOR – TEMPORARY SUMMER EMPLOYMENT**
PROGRAM/LOCATION: ISABELLA COUNTY
DATE AVAILABLE: JUNE 19, 2017
REPORTS TO: SHAD WELKE, ASSISTANT DIRECTOR OF COMMUNITY EMPLOYMENT
HOURS: MON - THURSDAY, 8:30 A.M. – 2:30 P.M.
(24 HOURS PER WEEK)
APPLY TO: ALICIA WALKER, HUMAN RESOURCE SPECIALIST

GENERAL DESCRIPTION: Community Employment is a work program designed to provide job training and employment opportunities, leading to community integrated employment. The Employment Mentor is part of the participant's employment team and is the person responsible for providing employment and skills training to each assigned participant. The Employment Mentor is responsible for providing training and supports to participants. This position reports to an assigned MMI supervisor as specified in the employment letter.

MINIMUM QUALIFICATIONS: Experience working with youth and/or people with disabilities. Able to communicate effectively with all customers including participants, employers, and co-workers. Physically able to provide training to participants on all aspects of the job either with or without accommodations. This position requires Medium Work: Able to exert 20-50 pounds of force occasionally and 10-25 pounds frequently.

PREFERRED QUALIFICATIONS: Experience in an employment training program or other community based rehabilitation program. Completion of training relevant to position i.e., First Aid, CPR, Gentle Teaching, Mental Health First Aid, and Sign Language. Teaching degree or experience as a para-professional.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.