



2426 PARKWAY DRIVE  
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***POSITION AVAILABLE***

Posted: May 3, 2017

**JOB TITLE:** **JOB COACH**  
**PROGRAM/LOCATION:** COMMUNITY EMPLOYMENT/ISABELLA COUNTY  
**DATE AVAILABLE:** IMMEDIATELY  
**REPORTS TO:** SHAD WELKE, ASSISTANT DIRECTOR OF COMMUNITY EMPLOYMENT  
**HOURS:** MON 4:30 PM – 10:45 PM, TUES 4:30 PM – 12:30 PM,  
WED 4:30 PM – 11:00 PM, THURS 2:30 PM – 11:15 PM, FRI 4:30 PM – 10:45 PM  
**(35.75 HOURS PER WEEK)**  
**APPLY TO:** ALICIA WALKER, HUMAN RESOURCE SPECIALIST

**GENERAL DESCRIPTION:** The key function of the Job Coach is to implement an employment based training program for people with disabilities or other barriers to employment. The Job Coach also assists participants to satisfactorily complete contract requirements when needed. The Job Coach serves as a working coach and is responsible for providing supports to participants while assuring complete customer satisfaction. This position reports to an assigned MMI supervisor as specified in the employment letter.

**MINIMUM QUALIFICATIONS:** Six months of experience relevant to the job assignment. Able to communicate effectively with all customers including, participants, employers, and co-workers. Physically able to perform the job to the satisfaction of the employer and to provide training to participants on all aspects of the job either with or without accommodations. If driving is required for the assignment, must possess a valid driver's license and an acceptable driving record. Some positions require the employee to obtain a chauffeur's license and/or a CDL and an MDOT physical within 2 weeks of the assignment. Authorized drivers must be willing to participate in random drug screening as required. This position requires Medium Work: Able to exert 20-50 pounds of force occasionally and 10-25 pounds frequently.

**PREFERRED QUALIFICATIONS:** Six months of experience relevant to the job assignment. Able to communicate effectively with all customers including, participants, employers, and co-workers. Physically able to perform the job to the satisfaction of the employer and to provide training to participants on all aspects of the job either with or without accommodations. If driving is required for the assignment, must possess a valid driver's license and an acceptable driving record. Some positions require the employee to obtain a chauffeur's license and/or a CDL and an MDOT physical within 2 weeks of the assignment. Authorized drivers must be willing to participate in random drug screening as required. This position requires Medium Work: Able to exert 20-50 pounds of force occasionally and 10-25 pounds frequently.

**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.

**MUST BE ABLE TO BECOME AN AUTHORIZED DRIVER**

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.