



DISTRICT JOB COACH - GROUP SUPPORTED EMPLOYMENT (GSE)

Scottsdale Training & Rehabilitation Services (STARS) is seeking a F/T District Job Coach to join the Group Supported Employment Team (GSE). Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

STARS is a non-profit organization in Scottsdale that serves youth and adults with developmental disabilities along with their families. STARS mission is to improve the lives of people with developmental disabilities by providing a wide array of programs that serve a variety of needs. STARS offers day training programs for adults as well as employment opportunities in its work centers and the community. Additionally, STARS offers after school and summer camp programming for young people with developmental disabilities. STARS pursues opportunities that contribute to a person's quality of life, including art, music, cooking and movement classes that take place weekly. STARS empowers individuals with developmental disabilities and their families to be able to integrate into the life of the community. STARS staff is trained, enthusiastic and devoted to its mission: improving the lives of people with cognitive and developmental disabilities through opportunity. STARS operates at two sites in Scottsdale and is open Monday through Friday 8:00 am to 4:00 pm. We are always interested in new team members who display a passion for service and improving the lives of others.

POSITION SUMMARY

Responsible for supervising up to 5 enclaves, community-based job sites and 8 job coaches. Provide daily supervision of job coaches including schedule assignments, maintain accurate documentation of Job coaches regarding work performance. Manage and ensure special scheduling needs of job coaches are conducted. Work closely with the Group Supported Employment (GSE) Program Manager to establish goals, process improvements and enhance operational efficiencies.

DUTIES AND RESPONSIBILITIES:

- Responsible for data entry/approval of payroll and time and attendance for all assigned enclaves and job coaches.
- Vocationally train participants who are on a minimized schedule, including auditing files and advising parents prior to assignment, check for Quality control and ensure proper paperwork is complete.
- Develop monthly report for funders; keep up to date training records of participants.
- Serves as liaison between STARS and enclave employer. Develop relationships with clients, parents and enclave employer when applicable.
- Assist in intake and initial evaluation of persons referred to and accepted by STARS in the Community Based Program and Group Supported Employment Departments; including evaluation of medical records to determine transferability, creation of proper schedule and assignment prior to job placement.
- Monitor assigned performance of participants flagged by the enclave employer that might experience on-the-job difficulties or require more guidance.
- Complete participant skill, behavioral assessments and evaluations on an annual basis; review updated information in system database to ensure data integrity.
- Under direct supervision of the manager; plan and effectively manage off-site services.
- Monitor work progress of job coaches in conjunction with the enclave employer. Assist in the notification of participants that are not meeting STARS policies on assigned expectation progress.
- Interface with manager, enclave employer, parents and other departments to ensure the effective operations of the Group Supported Employment department and STARS.
- Ensure safety and well-being of consumers adhere to OSHA Standards.
- Assist in daily operations of the department; effectively train job coaches, as directed by the manager.
- Travel to assigned enclaves for scheduled meetings and required site visits.
- Represent STARS in a professional manner in the community.
- Assist in the recruitment and interviewing process of new employees.
- Maintain a positive attitude and collaborative working relationship with participants, consumers, staff, families and representatives from various funding sources.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Business Administration, Human Services, Public Health, Behavioral Health, or related field; preferred. OR, any equivalent combination education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Two years' experience in vocational, rehabilitation, social work, psychology or similar human services/education preferred. Must have personal enthusiasm for working in a non-profit organization serving individuals with disabilities.
- One-year supervisory experience highly preferred;
- Must have AZ driver's license, clear driving record and meet requirements by agency's insurance. Must meet DES requirements for fingerprint clearance. Must undergo a criminal/background screening. Must have reliable transportation.
- CPR, First-Aid, Article 9, Prevention and Support; preferred.

DESIRED QUALIFICATIONS:

- Excellent organizational skills and strong attention to details. Excellent written and verbal communication skills.
- Knowledge of developmental disabilities and of training/intervention strategies used with individuals with developmental, as well as other disabilities.
- Knowledge of behavior modification skills.
- Demonstrated skills in time management, multi-tasking and priority setting.
- Ability to effectively work independently and professionally.
- Ability to plan, anticipate needs, have excellent follow-through and problem-solving skills.
- Ability to maintain a positive attitude and collaborative working relationships with Coaches, enclave employer, participants, staff, families and people from various funding sources.
- Strong technical skills with the ability to learn new programs quickly and independently.
- Above average proficiency in Microsoft Office Suite; specifically, Word, Outlook, Excel.

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org