

Tahoma Associates
Bridging the Gap in Human Services

Employment Specialist -Job Coach (Pierce County)
Entry Level

Tahoma Associates Individual Employment Program assists adults with developmental disabilities in overcoming significant barriers faced in locating, securing and maintaining employment.

Tahoma Associates is looking for a professional, energetic self starter who will obtain, train and maintain jobs for people who experience disabilities in Pierce County. **This is an entry level position for those who are seeking a career path in the community/human services field.** If you are compassionate, outgoing, enjoy networking, and have a passion for maximizing human potential regardless of barriers.

EMPLOYMENT SPECIALIST - Job Coach

JOB DESCRIPTION:

Job Summary:

Under the supervision of the Employment Services Manager, provides for the daily and overall service activities of clientele involved in community-based employment. Assures the successful placement (job development) and follow along support (training and maintaining) of program participants, assisting individuals in achieving established personal goals on their path to work, career, contribution, and participation.

Specific Duties and Responsibilities:

Assess the vocational strengths and needs of candidates in Individual Supported Employment services.

Develop person-centered plans with participants and supports to achieve employment. Solicit and secure training and work opportunities with employers, making contacts, following up on leads, matching candidates with possibilities, negotiating adjustments and start dates to assure job success for worker and employer.

Provide start up training and follow along supports to workers and employers.

Monitor and assure participant and employer satisfaction for community placements.

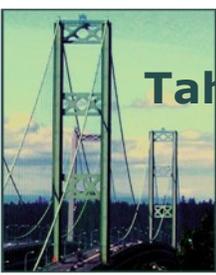
Collect evaluative data to determine cognitive, physical, skill, and social levels of participants who are engaged in community based opportunities.

Record job search actions, service events, progress notes, and related information in computerized data system.

Develop resumes, complete applications, and maintain updated information/forms in participant files. Provide semi-annual reports of efforts and results of employment plan supports.

Develop and Facilitate job match of available work and candidates, by taking into consideration expectations of the participants, home supports, employers, and sponsoring agencies.

Develop and structure task maps, task analysis, and similar tools to aid in the direct and indirect training of workers and supporting co-workers, as needed.



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EMPLOYMENT SPECIALIST continued

Advocate for best possible services and supports within and beyond Tahoma.
Perform other duties as assigned by the Services Manager

Qualifications:

Associate of Arts Degree preferred, desirably in human, social service, occupational/vocational field

At least one year experience preferred serving individuals with special needs, or relative experience and understanding.

Ability to communicate professionally, both written and verbally.

Proven Excellent people skills

Ability to move throughout a variety of workplaces and travel the community at large to meet job demands.

Flexibility in work schedule to meet the support needs of job placements.

Timely and successful completion and maintenance of all required background checks, insurance endorsements, training requirements, etc. and prior to unsupervised access to participants as required.

Please visit our website: tahomaassociates.org

Full Time position

Annual Reviews

Medical and HSA

Paid Vacation and Sick Leave

401K Eligibility

Mileage Reimbursement

Be a team player

Interest in Networking

MUST be capable of self direction

Valid Washington Drivers License

Proof of Liability Insurance

Favorable Driving Record

Reliable Car

Able to pass extensive background check

First aid/CPR (within 90 days)

Bridging the Gap in Human Services

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