

Part-Time Job Coach

Overview

Boost your own career by helping others improve their job performance! If you love working with people, join us as a Job Coach for the Supported Employment program at The Campbell Center. It's one of the best ways to learn basic supervisory skills while providing a key service for adults with disabilities who are entering the job market. We will train you on how to break down tasks to give effective instruction to others, show you ways to improve productivity, and teach you effective motivational techniques. Coaches are responsible for observing our client's work habits, helping them integrate with their peers and customers, and recording each individual's vocational progress.

Job Coaches work either with a work "crew" consisting of 3-4 adults at one job site, or with individuals employed directly by employers such as restaurants, retail outlets or grocery stores.

The Campbell Center is a non-profit agency providing employment and community integration services to adults with autism and other intellectual disabilities in the Glendale/Burbank area.

Weekly Schedule: Mon/Wed/Thurs: 7:15 am – 1:00 pm

Tues/Wed/Thurs: 12 pm - 2pm (varies)

Qualifications

- High School Diploma or GED
- Previous experience working with adults with special needs preferred, but not required.
- Bilingual in Spanish or Armenian highly desirable.
- Provide instruction and training to develop or improve appropriate employment skills, behaviors and attitudes while on the job and as integrated members of the community.
- Ability to communicate effectively through oral and written skills with all levels of staff and the public.
- Observe and record individual's progress/goals.
- Must pass Live Scan background check and Tuberculosis testing.
- Must have reliable transportation, driver's record in good standing & valid California Driver's License: Class C



Empowering Adults With Developmental Disabilities

To apply, please send your resume to Claudia Sandoval, HR Manager at:
claudia@thecampbell.org (no phone calls please)