SAIL, Disability Network of the U.P.
1200 Wright Street, Suite A
MARQUETTE, MI 49855-4744
Phone: 906-228-5744 Fax: 906-228-5573
Website: www.upsail.org

EMPLOYMENT OPPORTUNITY

Applications due no later than 5pm, Wednesday, May 1, 2019

Position Available: Summer Job Coach
Job Type: Part-time, hourly, 26 hours per week
Starting Wage: $16 per hour
Work Schedule: Work site hours may vary, but regular hours are 8 – 2:30 Mon-Thurs
Reports To: Employment Services Director

Organization Description:

SAIL is a non-profit organization that assists individuals with disabilities gain and maintain independence in everyday living and encourages them to become active members of their communities. We offer a variety of programs and services, as well as promote accessible Upper Peninsula communities for all. Located in Marquette, MI, we serve all fifteen counties of the U.P. With the assistance of competent, professional staff and the support of community partners, SAIL works for the "one in five" individuals living with a disability on local, state, regional and national levels.

Position Summary:

The Summer Job Coach will provide supervision to students working at various job sites throughout the local communities. **Positions will be available in Gogebic County, Ontonagon County, Houghton County, Delta County and Menominee County.**

Expected Duties and Responsibilities:

1. Use effective job coaching techniques tailored to the specific needs and goals of the assigned students.
2. Communicate effectively with the students to help them understand the expectations of the work-based learning environment.
3. Assist the students in overcoming work-based employment barriers.
4. Assess the strengths of the students and teach/support them to use their strengths effectively.
5. Provide appropriate guidance in helping the students learn to complete specific job tasks.
6. Monitor and evaluate the progress of assigned students.
7. Ensure effective and positive communication with job site representatives to proactively trouble shoot any challenges, concerns or problems that may arise.
8. Keep records and documentation as directed, including submitting time sheets to the SAIL office.
9. Utilize person-centered planning techniques and promote independent living philosophy based on definitions for a center for independent living during all work with students.

Desirable Qualifications:

A. Education: High school diploma is required, secondary education is preferred.
B. Experience: Proven experience working with students with disabilities.
C. Work Environment and Abilties:

a. Standard job site environment while performing duties; sitting at desk, moving throughout work place as needed to support students, communication, reaching with arms, and completing written reports and records.
b. Demonstrated positive attitude and eagerness to support assigned students, reliability, a self-starter who assumes responsibility when warranted, conscientiousness, and displays professionalism in all aspects of job duties.
c. Ability to communicate effectively with the job site liaison, SAIL management staff and assigned students in a professional manner.
d. Ability to communicate effectively both orally and in writing.
e. Ability to work with diverse populations of individuals with disabilities.
f. Ability to function in stressful situations or balance multiple tasks.
g. Must have access to reliable transportation to travel to assigned work site(s).
h. Can perform duties with or without accommodations for a disability.

Individuals with disabilities are strongly encouraged to apply.

**Please submit a cover letter, completed SAIL application and resume
no later than 5pm on May 1, 2019**

Superior Alliance for Independent Living (SAIL)
Attn: R Keilholtz, Employment Services Director
1200 Wright St. Ste. A
Marquette, MI 49855
or
ritak@upsail.org
Fax (906) 228-5573

*No phone calls will be accepted pertaining to this position.

Please find a copy of our application and job description on our website:
www.upsail.org/employment