



NORTHEAST CONTEMPORARY SERVICES, INC.
JOB POSTING
9/8/17

Position: Supported Employment Job Coach-Developmental Disabilities

Location: Roseville, MN

FTE Classification: Full-time (40 hours per week, Monday through Friday); non-exempt

Wage: \$11.40 per hour; benefits include health insurance (small premium), dental insurance (small premium), 403(b) retirement plan (with employer match), short-term disability insurance, term life insurance, 9 paid holidays, and a generous PTO plan.

Since 1967, Northeast Contemporary Services, Inc. (NCSI) has been providing exemplary services for individuals with intellectual and developmental disabilities as they explore and participate in employment and career building, educational and independent living skills, and retirement opportunities. NCSI's mission is to provide and promote positive experiences that will reflect presence and participation in the community, the discovery and development of individual capabilities, and the opportunity to make choices and amplify independence. NCSI has four service areas: Adult (ages 18+), Employment & Volunteerism, Senior (retirement age), and Transportation.

GENERAL DESCRIPTION:

Responsible for directly supporting adults with developmental and intellectual disabilities in shaping their career goals and job development plans, assisting their job search and placement processes, and providing job training and job coaching. Also responsible for providing site- and community-based program activities and supports, including program development and delivery. Contribute to an environment where services increase the opportunities for clients to achieve desired goals and outcomes while addressing vulnerabilities.

Responsibilities include the following on a daily/routine basis: assistance with personal cares and driving passenger vehicles.

ESSENTIAL POSITION FUNCTIONS:

1. Contribute to the development of clients' service and support plans and assist in the completion of assessments of individual capabilities, needs and interests, with a focus on employment.
2. Provide trainings and supports that help clients achieve their goals. Implement creative and interesting learning activities and actively engage clients in those activities. Offer suggestions for new, innovative, and quality-focused services.
3. Promote and demonstrate person-centered thinking and program development.
4. Consistently and accurately record the data necessary to document achievement of the goals, work tasks completed, supports offered, etc. for clients.
5. Encourage and support clients to exhibit as much independence as possible with regard to work tasks, activities of daily living, personal hygiene and grooming, program activities, etc.
6. Encourage and support clients to maintain positive social interactions and community connections.
7. Adhere to safety standards, emergency procedures, positive support strategies, and NCSI procedures and protocols, and intervene as necessary, to prevent clients from being harmed or harming others.
8. Respect and maintain the privacy of clients.
9. Adhere to daily service schedule and other organizational planning tools.
10. Maintain relevant, timely and ongoing communication; participate in staff, interdisciplinary team, and other meetings and trainings as requested.
11. Provide orientation, training and assistance to NCSI staff, substitute staff, volunteers, interns, and others as requested.

12. Transport (drive) clients in 15-passenger and wheelchair lift-equipped vans/busses for regular job rides and outings, and as requested for morning and afternoon routes.
13. Provide assistance to ambulatory, semi-ambulatory and non-ambulatory vehicle passengers to ensure passenger safety and in accordance with the standards and directives provided.
14. Other duties as assigned.

POSITION REQUIREMENTS:

1. High school diploma or equivalent; post-secondary degree preferred.
2. Experience in Human Services field and/or in working with people with developmental and intellectual disabilities preferred.
3. Familiarity with supported employment services and/or day training and rehabilitation services desired.
4. Excellent organizational and time management skills.
5. Excellent verbal and written communication skills.
6. Excellent inter-personal skills and ability to effectively and respectfully communicate and interact with people of various cultural, educational and/or socio-economic backgrounds.
7. Ability and willingness to perform responsibilities independently and without direct supervision.
8. Ability and willingness to perform tasks requiring wide ranging general and physical demands in varying environmental conditions.
9. Proficiency using a computer and office-based computer software (Word, Excel, Outlook, Explorer, etc.).
10. Must pass a background check, conducted by the Minnesota Department of Human Services, permitting direct contact services (without continuous, direct supervision), with clients receiving services.
11. Must meet driver licensure requirements as per agency policy, the requirements of the agency's insurance carrier(s), and as required by applicable regulatory agencies.
12. Must meet driving record requirements as per agency policy, the requirements of the agency's insurance carrier(s), and as required by applicable regulatory agencies.
13. Must pass a physical exam, conducted by a licensed medical examiner, certifying the ability to comply with the physical qualifications needed to drive a commercial motor vehicle.
14. Ability and willingness to work a varied schedule as needed.

Open until filled. Qualified candidates should send a cover letter and resume to:

info@northeastcontemporaryservices.org

OR

Fax 651-636-3416

OR

NCSI, 2770 Cleveland Avenue North, Roseville, MN 55113

NCSI offers exceptional benefits, a business casual environment, and free parking.

“An Interested Party will be considered an applicant only after the individual has complied with the application process and has indicated the specific position for which they are applying.”

NCSI is an equal opportunity employer.