

Human Resources Center of Edgar and Clark Counties
JOB POSTING (Open to External or Internal Applicants)

Revised 07/09; Rev. 11/19/2016; Rev. 1/2021

JOB DESCRIPTION

JOB TITLE: Work Services Job Coach

DEPARTMENT/PROGRAM: Work Services

RATIONALE: The Work Services Job Coach is responsible for training consumers in the development of basic work skills. This is to be accomplished by providing training and supervision to the consumer as well as by being a worker role model in the completion of daily laundry contracts.

IMMEDIATE SUPERVISOR: Work Services Laundry Supervisor

POSITIONS SUPERVISED: Consumer Workers

SALARY SCHEDULE/PAY GRADE LEVEL: I

EXEMPT/NON-EXEMPT STATUS: Non-Exempt

EEO CATEGORY: 7.0

SAFETY SENSITIVE POSITION: Yes

DRIVING IS ESSENTIAL FUNCTION: No

DESIRABLE QUALIFICATIONS:

1. High School diploma or equivalent.
2. Have a valid driver's license.
3. DSP certification or ability to achieve DSP certification through On the Job Training.
4. Ability to follow verbal or written directions.
5. Ability to perform mathematical computations, use of a calculator and electric scale.
6. Good organization skills with the ability to work on multiple tasks.
7. Demonstrated oral and written communication skills.
8. Ability to keep work schedules for self and persons served in Work Services.
9. Ability to maintain documentation/data required for job site and contract work.
10. Ability to work independently as well as with a team.
11. Ability to relate positively with persons with Developmental / Intellectual Disabilities.
12. Demonstrate good role model behavior for workers in Work Services such as, but not limited to good work ethic, positive attitude, and problem solving.
13. Ability to reflect a positive work environment towards persons served, staff, contractors and vendors of HRC.
14. Ability to self-operate and also train persons served to use machinery to complete contracts.

15. Ability to move pallets or containers of subcontract work with a pallet jack or other material handling equipment.
16. Ability to learn and utilize HRC's commercial laundry policies and procedures including but not limited to sorting linens, commercial chemicals, wash cycles and drying cycles.
17. Ability to attend/ participate in meetings, in-service and computerized trainings as assigned.

PHYSICAL REQUIREMENTS:

1. Walk/stand up most of the time.
2. Sit, some of the time.
3. Lift and carry up to 50 pound
4. Push / Pull up to 700 pounds on wheels.
5. Stoop, kneel, crouch, and crawl some of the time.
6. Bend or twist most of the time.
7. Reaching overhead of in front of body.
8. Simultaneous use of hands, wrist and fingers.
9. Ordinary talking and hearing majority of the time.
10. Climb stairs if needed.
11. Drive vehicles and operate machinery.
12. Hearing other sounds i.e.machines
13. Color vision and full scope of vision
14. Weather: working in extreme weather.

HOURS PER WEEK: Up to 19.75 hours per week

DATE AVAILABLE: 7/01/22

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest while the posting is still active at:

<http://www.hrcec.org/index.php/employment-new/job-openings>

External Applicants: **1.** Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), **2.** meet the minimum qualifications for the position, **3.** Application must state specific position(s) applying for, and **3.** Application must be received while there is an active posting at:

<http://www.hrcec.org/index.php/employment-new/job-openings>

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