

California State University, Fresno Foundation

VOCATIONAL COACH – WAYFINDERS

JOB ANNOUNCEMENT: #26-804

POSITION SUMMARY:	<p>Part-time, non-benefited position for the Wayfinders Program with California State University, Fresno Foundation. The Vocational Coach (also known as an Employment Specialist or Supported Employment Coach) provides individualized vocational support to Wayfinders students participating in internships, employment experiences, and career development activities. The primary responsibility of the Vocational Coach is to assist students in developing the skills necessary for successful employment and workplace independence.</p> <p>Through coaching, modeling, and support, the Vocational Coach helps students build job readiness skills, workplace communication skills, self-advocacy, problem-solving abilities, and professional behaviors. The goal of the Vocational Coach is to support students in obtaining and maintaining meaningful employment while fostering independence and reducing the need for ongoing support over time.</p> <p>While the primary focus of this position is vocational support, Vocational Coaches are expected to become familiar with all Wayfinders domains, including Vocational Services, Residential Life, University Inclusion, and Community Inclusion. Vocational Coaches will participate in cross-training opportunities and are expected to maintain a working knowledge of each domain to better understand student goals, promote consistency across supports, and effectively collaborate with students and staff. This holistic understanding allows Vocational Coaches to support students in a manner that recognizes the interconnected nature of employment, independent living, academics, and community engagement.</p> <p>Applicants must have a strong interest in improving the lives of individuals with intellectual and developmental disabilities and helping students achieve their employment goals. Work schedules may include mornings, afternoons, evenings, and occasional weekends. Driving required.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none">• Demonstrate a passion and ability to work with individuals with intellectual and developmental disabilities.• Demonstrate effective and professional communication with students, staff, employers, and community partners.• Provide individualized Vocational Coaching support to Wayfinders students at internship and employment sites.• Assist students in learning and performing job duties while promoting independence and natural workplace supports.• Teach and reinforce workplace expectations, professionalism, communication skills, and appropriate workplace behavior.• Support students in developing employment-related skills including punctuality, attendance, organization, task completion, workplace safety, and problem-solving.• Assist students in identifying and achieving vocational goals through person-centered coaching and support.• Provide guidance necessary to assist students in the successful preparation for, participation in, and retention of employment opportunities.• Accompany students to job sites, employment-related appointments, career development activities, and other vocational experiences as needed.• Collaborate with employers and supervisors to support student success and identify opportunities for increased independence.• Observe, collect data, and monitor student progress related to vocational goals and workplace performance.• Complete required documentation, including case notes, progress reports, evaluations, and shift documentation, in a prompt and accurate manner.

	<ul style="list-style-type: none"> • Communicate regularly with supervisors, vocational staff, employers, and other stakeholders regarding student progress and support needs. • Model excellent customer service and professionalism to students, employers, staff, and community partners. • Maintain confidentiality regarding students, staff, and program information. • Serve as an advocate for students while promoting self-determination, informed choice, and self-advocacy. • Respond appropriately to workplace concerns, emergencies, and situations that may impact student success, safety, or employment retention. • Attend all required program meetings, trainings, workshops, and professional development opportunities unless otherwise excused by the supervising Coordinator. • Assist with career fairs, hiring events, vocational trainings, employer outreach activities, and other special events as needed. • Participate in cross-training activities and maintain a working knowledge of all Wayfinders domains to support student success through a comprehensive, person-centered approach. • Perform other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma or equivalent required • Valid Driver's License, vehicle and insurance as coaches are asked to provide transportation • Completion of First Aid, CPR and fingerprint clearance (to be completed upon hire) • Good organization and writing skills to be required to log and take detailed case notes on any work they do with the students • Coaches must have a passion and ability to relate to individuals with intellectual/developmental disabilities • Must have a basic understanding of different learning styles of the students, be adaptive and creative adjusting to the needs of each student • Required to complete cross-training in all Wayfinders domains and maintain familiarity with program-wide practices, policies, and student support strategies in order to provide effective, coordinated services (to be completed upon hire)
SALARY/BENEFITS:	\$16.90 per hour. This is a part-time, non-benefited position.
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: wayfinders@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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