

California State University, Fresno Foundation

VOCATIONAL COACH – WAYFINDERS

JOB ANNOUNCEMENT: #24-585

<p>POSITION SUMMARY:</p>	<p>Part-time, non-benefited position for the Wayfinders Program with California State University, Fresno Foundation. Wayfinders at California State University, Fresno is an inclusive postsecondary program for young adults with intellectual/developmental disabilities. The Wayfinders Program falls under the Kremen School of Education and Human Development and is funded through California State University, Fresno Foundation. The position is year-round. The Coach will work directly with students, coaching staff and provide support to Vocational Coordinator within the program. Applicant must demonstrate a passion and ability to relate to individuals with intellectual/developmental disabilities. Assignments will rotate as needed based on student needs, calendar availability, workshops, classes, activities, work schedules and trainings. Shift work: weekdays, evenings and/or weekend hours. The job duties will be varied, requiring an individual who is self-motivated, creative and efficient. This position reports to the Vocational Coordinator and will provide direct student support to the Wayfinders Program.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Under the general direction of the Vocational Coordinator (VC), the Vocational Coach will be responsible for the following. Duties, which include, but are not limited to:</p> <ul style="list-style-type: none"> • Demonstrate a passion and ability to relate to individuals with intellectual/developmental disabilities • Demonstrate effective and appropriate communication with staff, students, and community members • Provide coaching support to Wayfinders students at their Work Sites • Provide coaching support to Wayfinders students within their Career Development • Break down tasks and teach/support students as needed • Meet with students regularly to support them in their vocational needs. • Liaise with worksites and future worksites to support our students' integration and inclusion within it. • Promote amongst Wayfinders students, ownership, choice education/decision-making skills with the goal of increasing levels of overall independence at work • Counsel on appropriate behaviors and interpersonal skills • Provide guidance necessary to assist students in the successful planning and execution of employment opportunities • Accompany students to work sites • Observe, collect data and monitor instructional effectiveness of skills and student progress, using tools and strategies gained through professional development • Promptly submit documentation for shifts and/or supports provided • Communicate with supervisor and site administration through a weekly schedule/log of activities and individualized notes • Keep accurate attendance records • Model superior customer service to all Wayfinders staff and students • Maintain confidentiality of all pertinent matters relating to personnel, students and faculty • Serve as an advocate for disabled students with related community agencies and various aspects of Fresno State • Respond to emergency situations, as needed in collaboration with Wayfinders staff • Address and resolve issues that threaten the health safety and continued independence of the students • Driving may be required • Other duties as assigned
<p>POSITION REQUIREMENTS:</p>	<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"> • Bachelors Degree in a related field or related experience

	<ul style="list-style-type: none"> • Some experience with individuals with intellectual/developmental disabilities • Knowledge of general office procedures and practice • Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy • Proficient computer skills • Ability to maintain a high level of tact, diplomacy and confidentiality • Ability to work effectively with a diverse population • Outstanding written, oral and interpersonal communication skills • Effective skills in interpreting and communicating procedures, policies, information, ideas and instructions of both private and government agencies • Ability to manage aspects of program budget, as well as to reinforce student understanding of budget process • Utilize critical thinking and problem solving skills while working with students and personnel • Demonstrate excellent organization skills • Any duties related to the domain assigned
SALARY/BENEFITS:	\$16.50 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: HRAUX@LISTSERV.csufresno.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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