

California State University, Fresno Foundation

VOCATIONAL LEAD COACH – WAYFINDERS

JOB ANNOUNCEMENT: #24-584

POSITION SUMMARY:	<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 Vocational Lead Coach, reporting to the Vocational Coordinator (VC), plays a pivotal role in implementing vocational programs for students. Key responsibilities include assisting in benchmark implementation, monitoring student progress using Therap, analyzing documentation, maintaining data accuracy, collaborating with team members, ensuring confidentiality, organizing documents, training student coaches, scheduling student worksites, managing payroll distribution, overseeing the semester work calendar, providing coaching support, responding to emergencies, and performing additional duties as required. This role demands strong organizational, communication, and coaching skills, along with flexibility for weekend and evening availability. This position reports to the Vocational Coordinator and will provide direct student support to the Wayfinders Program.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Vocational Coordinator (VC), the Vocational Lead will be responsible for the following. Duties, which include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist the VC in implementing domain-specific benchmarks and evaluation procedures • Utilize Therap to monitor & log student progress and highlight student behaviors. • Read and comprehend various types of documentation • Train and supervise student coaches as necessary under the direction of the VC • Provide guidance to assist students in their work placement • Extract relevant information from the documents and summarize key points accurately. • Ensure the accuracy and consistency of data entry while adhering to established guidelines and protocols. • Collaborate with team members to prioritize tasks and meet deadlines effectively. • Communicate any discrepancies or inconsistencies found in the documentation to the VC • Maintain confidentiality and handle sensitive information with discretion. • Assist in organizing and categorizing documents for efficient retrieval and reference. • Train and supervise student coaches as necessary under the direction of the VC • Assist the VC in scheduling and placing students in their worksite. • Assist the VC in scheduling Vocational Coaches' shifts • Liaise with worksites and future worksites to support our students' integration and inclusion within it. • Manage payroll distribution processes, including preparing and distributing paychecks and maintaining accurate payroll records. • Manage the Semester Work Calendar and adjust when needed • Accompany and coach at students to worksites as necessary • 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 • Oversee student's timesheets at their worksite • Provide Coaching support as needed • Respond to emergency situations, as needed in collaboration with Wayfinders Staff. • Weekend/evening availability required • Other duties depending on domain assigned • Other administrative 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"> • Bachelors Degree in a related field or be enrolled for the upcoming semester at California State University, Fresno for at least 6 units (undergrad) or 4 units (grad) • 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 • Completion of First Aid, CPR and fingerprint clearance (to be completed upon hire) • 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 • 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:	\$19.00 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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