

# California State University, Fresno Foundation

## VOCATIONAL LEAD COACH – WAYFINDERS JOB ANNOUNCEMENT #23-419

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| <b>POSITION SUMMARY:</b>        | <p><b>Part-time, non-benefited position for the Wayfinders Program with California State University, Fresno Foundation.</b> 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 Lead 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>  |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | <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"> <li>• Assist the VC implement domain specific benchmarks and evaluation procedures</li> <li>• Utilize Therap to monitor &amp; log student progress and highlight student behaviors.</li> <li>• Train and supervise student coaches as necessary under the direction of the VC</li> <li>• Provide guidance to assist students in their work placement</li> <li>• Meet with students regularly to support them in their vocational needs.</li> <li>• Liaise with worksites and future worksites to support our students’ integration and inclusion within it.</li> <li>• Assist the VC in scheduling and placing students in their worksite.</li> <li>• Assist the VC in scheduling Vocational Coaches’ shifts</li> <li>• Manage the Semester Work Calendar and adjust when needed</li> <li>• Assist in overseeing and managing the Career Development CANVAS</li> <li>• Assist in overseeing and managing students’ participation in Career Development</li> <li>• Accompany students to worksites as necessary</li> <li>• Observe, collect data and monitor instructional effectiveness of skills and student progress, using tools and strategies gained through professional development</li> <li>• Promptly submit documentation for shifts and/or supports provided</li> <li>• Assist with student worksite matching meetings as needed</li> <li>• Oversee student’s timesheets at their worksite</li> <li>• Provide Coaching support as needed</li> <li>• Respond to emergency situations, as needed in collaboration with Wayfinders Staff.</li> <li>• Weekend/evening availability required</li> <li>• Other duties depending on domain assigned</li> </ul> |
| <b>POSITION REQUIREMENTS:</b>   | <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"> <li>• 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)</li> <li>• Some supervisory experience</li> <li>• Knowledge of general office procedures and practice</li> <li>• Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy</li> <li>• Proficient computer skills</li> <li>• Ability to maintain a high level of tact, diplomacy and confidentiality</li> <li>• Ability to work effectively with a diverse population</li> <li>• Outstanding written, oral and interpersonal communication skills</li> </ul>   |

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|                         | <ul style="list-style-type: none"> <li>• Effective skills in interpreting and communicating procedures, policies, information, ideas and instructions of both private and government agencies</li> <li>• Ability to manage aspects of program budget, as well as to reinforce student understanding of budget process</li> <li>• Utilize critical thinking and problem solving skills while working with students and personnel</li> <li>• Demonstrate excellent organization skills</li> <li>• Any duties related to the domain assigned</li> </ul>   |
| <b>SALARY/BENEFITS:</b> | <b>\$18.50 per hour.</b> This is a part-time, non-benefited position.  |
| <b>DEADLINE:</b>        | <b>Application review begins immediately; open until filled.</b>   |
| <b>TO APPLY:</b>        | <p><b>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno<br/> Auxiliary Human Resources<br/> 2771 E. Shaw Ave. (there is no suite number)<br/> Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.