



**PLEASE POST ON UNIT BULLETIN BOARD FOR FIVE (5) WORK DAYS**

**APPLY TO:**

**Holly Lee**  
**Worksite Coordinator**  
Western Wayne County Resource Center  
734-722-1000, ext.1639

**APPLICATION DEADLINE:**

July 30, 2018

**SUBMIT APPLICATION/AND OR RESUME TO:**

Pat Harrell  
Dearborn Resource Center

**Worksite Skills Trainer (Regular Part-Time)**

Position #06-01-12

25 - 30 hours/week

See Attached

072418

**Services To Enhance Potential** 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

**WORKSITE SKILLS TRAINER**

**QUALIFICATIONS:**

- Education:** High School Diploma or G. E. D.
- Experience** One (1) year working with persons with developmental disabilities preferred.  
One (1) year in business, custodial, industrial, marketing.
- Licensure:** Valid State of Michigan Driver's License  
Approval of STEP's Insurance Carrier
- Status:** Union, Non - Exempt

**PRINCIPAL FUNCTION:**

Provide one-on-one job skills training to persons receiving services at community worksites. Nurture and maximize the participation and independence of persons served. Requires flexibility in scheduling and location.

**DUTIES AND RESPONSIBILITIES**

**Essential Functions:**

- A. Provide one-on-one job skills training to persons receiving services at community worksites. Implement any relevant goal(s) as prescribed by the supports team and complete all required documentation.
- B. Monitor and record performance of persons served on a daily basis. Provide employer and relevant staff with regular feedback on performance of person served as needed.
- C. Ensure that work is completed on schedule in accordance with job specifications provided by the employer.
- D. Provide any training and information needed to the employer and/or the coworkers of the person served to enable them to maintain and support him or her in the worksite.
- E. Implement all applicable safety regulations of both Services To Enhance Potential and the employer at the worksite.
- F. Recommend any improvement in productivity i.e., need for or use of supplies, adaptive equipment, work methods, etc.
- G. Maintain a personal vehicle for use in performing job duties.
- H. Travel to every worksite designated and at the scheduled times which may be on short notice to accommodate coverage at day and evening worksites
- I. Drive Services To Enhance Potential vehicle to transport persons served to and from worksites as needed.

Job Coach, continued

- J. Ensure conformance to DCH, DWMHA, Medicaid, CARF, MCPN and Services To Enhance Potential policies and procedures.
- K. Provide personal care assistance for persons receiving services as needed.
- L. Prepare and submit all required records, documents, and reports on a timely basis.
- M. May act as a Worksite Supervisor.
- N. Adhere to all Service To Enhance Potential's Policies and Procedures.

**Marginal Functions:**

- A. Participates on Services To Enhance Potential's committees as assigned.
- B. Participate in the ongoing growth and development of Services To Enhance Potential through attendance and participation in staff and other Services To Enhance Potential meetings and committees.
- C. Represent Services To Enhance Potential in the community and provide information regarding Services To Enhance Potential programs and services.
- D. Identify and promote opportunities for employment, volunteer, and community experiences.
- E. Assume any other duties as may be assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**REPORTS TO:** Worksite Coordinator

**SUPERVISES:** Persons Served

**TECHNICAL ASSISTANCE RECEIVED:** Supports Coordinator

Date Approved: 05/25/00 by Job Description Committee, 08/16/03

Date Effective: 05/25/00, 08/16/03

Date Reviewed: 05/25/00, 08/16/03, 3/22/2012, 12/3/2014,

Date Revised: 05/25/00, 08/16/03, 2/16/10, 11/13/2015

JR:sb052500, st082803, ph052005, jz03072007

Attachment: Physical Efforts/Environment Checklists

Job Coach, continued

Job Position:

Job Coach

Physical Effort	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

<b>Hand Movement</b>	Y				X
Repetitive Motions	Y			X	
Grasping	Y			X	
<b>Holding</b>	Y			X	
<b>Finger Dexterity</b>	Y			X	
<b>Reading</b>	Y			X	
<b>Writing</b>	Y			X	
<b>Eye-Hand Coord.</b>	Y				X
<b>Vision</b>	Y				X
Color Discrimination	Y		X		
Prepare/Analyze Figures	Y		X		
Visual Inspection Meas./Assm. close to eye	Y			X	
Skilled Trades	N				
<b>Hearing</b>	Y				X
<b>Talking</b>	Y				X
<b>Standing</b>	Y				X
<b>Sitting</b>	Y		X		
<b>Walking</b>	Y				X
<b>Lifting</b>	Y				X
0-30 lbs.	Y				X
30-60 lbs.	Y	X			
60-90 lbs.	N				
90 plus lbs.	N				
<b>Pushing/Pulling</b>	Y			X	
<b>Climbing</b>	Y	X			
Stairs	Y		X		
Ladders	N				
<b>Bending</b>	Y		X		
<b>Squatting</b>	Y		X		
<b>Crawling</b>	N				
<b>Reaching</b>	Y				X
<b>Others</b>					

Job Coach, continued

Work Environment	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

<b>Driving</b>	Y		X		
Car/Truck	Y		X		
Standard/Automatic	Y		X		
Mower/Forklift	Y	X			
<b>Location</b>					
Trees	N				
Air Vent	N				
Roof	N				
<b>Equipment/Machines</b>	Y			X	
<b>Heights</b>	N				
Roofs	N				
Ladders	N				
Step Stools	Y	X			
Scaffolds	N				
<b>Nights/Dark</b>	Y	X			
<b>Extreme Noise Levels</b>	N				
<b>Extreme Temperatures</b>	Y				
Inside	Y			X	
Outside	Y	X			
<b>Ventilation Conditions</b>					
Dust	Y		X		
Fumes	N				
Chemicals	Y	X			
Gases	N				
<b>Hazard Exposure</b>	Y				
Chemical Spills	Y	X			
Gas Leaks	N				
Infectious Bacteria	Y			X	
Acidic/Oily Substances	Y		X		
Respirator Usage	N				
Electric Hazards	N				
<b>Overtime</b>	N				
<b>Others</b>					