



## EMPLOYMENT COORDINATOR – JOB COACH

***Workforce Connections, Inc. is seeking to establish a pool of individuals to be assigned to temporary and intermittent work assignments to meet the training needs of individuals with disabilities. Work assignments will vary based on program and client need. Open recruitment process will continue to establish pool for future projects.***

**Qualifications:** Prefer Bachelor's degree in Vocational Rehabilitation, teaching certification or two to five years experience in working with individuals with developmental disabilities, mental illness or head injuries. Knowledge of behavior modification and techniques and ability to conduct a task analysis; ability to develop appropriate teaching aids and suggest accommodations or assisting devices; understanding of independent living skills and/or competitive work standards with employer perspectives and expectations; willingness and ability to train a variety of skills in varied environments, with different physical demands; patience, reliability, problem solving ability, as well as diplomacy and negotiation skills. Willingness to accommodate a flexible work schedule (on occasion, it may be necessary to work on a weekend or in the evening). Excellent oral and written communication skills; ability to interact professionally with a wide variety of individuals. Computer skills using Windows and Microsoft Office Suite required.

**Length of Work Assignment:** Varies depending upon assignment.

**Hours:** Varies depending upon work assignment.

**Starting Pay:** \$12.57 per hour; pension and holiday benefits may be available

**Application:** Call (608) 789-5620 or 1-800-742-5627 for application materials and position description OR visit our website at [www.workforceconnections.org](http://www.workforceconnections.org) (*Our Job Opportunities*) to review the posting information, position description and access the on-line application. To be considered **SUBMIT APPLICATION, RESUME AND COVER LETTER**. Send to Workforce Connections, Inc., P.O. Box 2908, La Crosse, WI 54602-2908 OR apply online on our website. *Incomplete application materials will not be considered. Open recruitment process will continue to establish pool for future projects.*

### **Affirmative Action/Equal Employment Opportunity Employer/Program**

Auxiliary aids and services are available upon request to individuals with disabilities. TTY users 1-800-947-3529  
Application materials received may be considered for other openings in the organization.

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