

Job Description

Skill Building: Work Skills Coordinator

Ready For Life, a nonprofit organization, is looking for a dynamic, motivated individual to be a skill building: work skills coordinator at our corporate office in Grand Rapids, MI. Ready For Life offers inclusive special education services and life skills training to individuals with special needs. We work with clients with special needs to reach their goals of independence and employment.

As a skill building staff team member your Responsibilities would be:

- Create community connections for new volunteer job sites that could lead toward paid employment for the clients.
- Oversee a group of five adults with special needs at volunteer job sites.
- Instruct and train up to ten clients daily on employability skills (applying for jobs, interview skills, “soft” skills, resume building, networking, etc.)
- Safely transport clients to their volunteer job sites with company vehicles.
- Accurately complete and file paperwork associated with the clients Person Centered Plans.
- Effectively communicate with supports coordinators, staff, clients and guardians.
- Availability to work Monday-Friday from 8:00-4:00.

This is a full-time position of 40 hours per week. You will have the opportunity to work for a company that has a passion for providing special needs individuals with the education and life skills they need to become independent and gain employment. We provide training and a great work environment!

Qualified applicants possess:

- A passion for our mission of working with people with special needs.
- Bachelor’s degree in a related field to social work, psychology, education, human services.
- A minimum of two years of experience with adults with special needs.
- Ability to effectively communicate with adults with special needs.
- Valid Driver’s License with a minimum of three points on your driving record.
- Ability to take and complete Network 180 training courses.
- Must be able to lift at least 30 to 50 lbs from floor to waist and from waist to shoulder. Requires a combination of sitting and standing.

Required license or certification:

- Driver's License

Job Type: Full-time

Salary: \$16-18/hour, possible salary



Ready For Life

belong · believe · become

Please send your resume to Emily.perton@rflnetwork.org.