

Job Description

Ready For Life Academy Housing Coordinator and Employment Coach

Ready For Life, a nonprofit organization, is looking for a dynamic Housing Coordinator for the Ready For Life Academy (RFLA) at Hope College and Calvin University and an Employment Coach at RFLA at Calvin University. RFLA offers inclusive education services and life skills training to individuals with intellectual disabilities in a college environment as we work with clients to reach their goals of independence and employment.

As the Housing Coordinator your Responsibilities will:

- Manage the four Ready For Life homes – two in Holland and two in Grand Rapids.
 - Recruit, hire, train, support, and schedule Resident Living Advisors.
 - Provide accommodations and tools to enhance independence skills for each student in their home.
 - Support students in creating house guidelines.
 - Support students with adhering to house guidelines by holding house meetings as needed.
 - Create chore zones and assign tasks weekly.
 - Communicate with landlords/management companies on maintenance concerns.
 - Maintain the items provided by Ready For Life for each home (i.e., furniture, cleaning tools, kitchen items, keys, etc.).
 - Respond to emergencies as needed. You will be on-call 10 days per month.
 - Communicate with and hire cleaning crews for each home monthly.
 - Recruit, create and maintain summer sublease relationships as needed.

As the Employment Coach your Responsibilities will:

- Support the RFLA at Calvin Students in their job internships.
 - With the RFLA Calvin team place each student in a job internship each semester.
 - Communicate with job internship supervisors on a weekly basis.
 - Train each student at their job internship.
 - Support students at job internships on an as needed basis.
 - Assist students with securing transportation if needed for their job internship.

Job Description continued

Employment Coach (continued):

- Evaluate students in their job internship on a weekly, monthly and semester basis.
- Communicate with RFLA at Calvin instructors, parents and professors as needed.

Position

This is a full-time position from August 15 to May 15 (40 to 45 hours per week) and part-time from May 15 to August 15 (approximately 10 hours per week).

Qualified applicants possess:

- A passion for our mission of working with people with intellectual disabilities.
- Experience with adults with intellectual disabilities preferred.
- Ability to effectively communicate with adults with intellectual disabilities.
- Valid Driver's License with a maximum of two points on your driving record.
- Ability to take and complete Community Mental Health training courses.
- Administrative experience.

Required education:

- High school or equivalent

Salary: \$32,000/year plus benefits

For more information or to apply please reach out Emily Perton at emily.perton@rflnetwork.org