Linking Employment Abilities and Potential (LEAP)

Job Posting

Date: February 2020
Position: Coach
Location: Cleveland Offices

Summary:
Support LEAP consumers (high school youth with disabilities) during their summer job experience. Coach consumers throughout their work shift to help them learn their job tasks and become productive employees. Help them learn to navigate the work culture and social environment of the job site. Provide daily written feedback on their work performance, job skills, interpersonal skills, etc. Complete filing and other office projects as assigned.

Skills Required:

- Ability to function independently and reliably
- Ability to maintain authority and responsibility on the job site
- Ability to establish and maintain proper boundaries with consumers
- Ability to communicate and work effectively with the consumer population of LEAP
- Ability to communicate effectively with LEAP staff about consumer progress
- Must complete daily written feedback about each consumer’s performance
- Ability to interact in a professional manner as a representative of LEAP to employers and the community at large
- Ability to plan and organize work effectively. Must be able to communicate verbally and in writing with consumers, employers, referral sources and other team members
- Must be able to problem-solve independently and collaboratively
- Demonstration of time management, problem solving, and managing multiple priorities
- Ability to work well with people of all backgrounds, incomes, ages, races and disabilities (i.e. mental health, physical, cognitive, sensory)
- High School Diploma/GED required; Associate’s or Bachelor’s Degree in a Social Service field preferred
- Willingness to become certified in First Aid and CPR (required within 60 days of employment) and MUI (Major Unusual Incident) training
- Proficiency with Internet, Microsoft Word, Excel, PowerPoint and Outlook in a professional setting
- Must travel independently to the LEAP office and the consumer job site (public transportation accessible.) If driving a vehicle, must have a valid Ohio driver’s license, a clear driving record and proof of personal vehicle insurance coverage (required to be maintained at all times for this position)

Persons with disabilities are encouraged to apply. Complete job description will be available during the interview process. Interested applicants please submit your resume and cover letter to:

hr@leapinfo.org or
LEAP, 2545 Lorain Avenue, Cleveland OH 44113
Include position applying for (PLEASE, NO PHONE CALLS)

Deadline: Open until filled