



JOB TITLE: ***Ticket to Work Coordinator***
DEPARTMENT: Employment & Business
RESPONSIBLE TO: Ability Works Program Manager
SUPERVISES: No direct reports
FLSA: Non-Exempt, Hourly



BASIC PURPOSE: Support the Mission and Core Purpose of Tesh and Ability Works by offering choices and opportunities to people of all ages seeking greater independence, self-sufficiency, and participation in their community through education and training within the Ticket to Work program.

JOB SUMMARY:

The Ticket to Work Coordinator will develop and maintain regular strategic contact with area employers in Coeur d'Alene, Spokane and surrounding areas in order to develop relationships for the purpose of development of employment sites. The Ticket to Work Coordinator will match the employment goals of individuals with disabilities in the Ticket to Work program with opportunities in the community resulting in regular and consistent placements. The Ticket to Work Coordinator will have a caseload of up to 70 clients at a time for whom he/she will ascertain employment goals, assist in preparation for job seeking and employment, and match their interests and skills with the needs of local employers.

ESSENTIAL DUTIES:

- 1. Work Site Development** – Regularly and routinely contact employers, and develop working knowledge of the employers' products and services, day to day operations, hiring practices, pay scale and benefits, labor force needs, employee characteristics desired, and other information pertinent to placing individuals for employment. Communicate employment trends and observed needs to Ability Works Program Manager and team members. Target and market employers identified as meeting client needs. Perform regular employer contacts in industries with high placement potential. Create methods for reaching the businesses or industries identifiable as desirable. Identify any accommodations required by the potential employee and work with employers to educate them regarding their ability to provide said accommodations.
- 2. Client Employment Preparation and Avocations** – Through interviews, meetings, and various assessment tools, ascertain client's areas of interest, skills, choices regarding employment, and commitment or barriers to successful employment. Identify those employers who might be a match. Assist clients with applications and resume development. Maintain records of client placement, progress, and evaluations, keeping all concerned parties informed as to placement and employment status. Meeting monthly with client over phone, email or in person.
- 3. Record Keeping** –Write individual client individual work plans, regular progress reports, and case notes on a timely basis. Monitor progress of employment search. Obtain copies of pay stubs when client becomes employed.
- 4. Scheduling** – Communicate with Ability Works Program Manager regarding availability and work load on a regular basis.
- 5. Other duties may include but will not be limited to:**
 - a. Will responsibly monitor time in order to take on other duties as requested/required by the position and the organization.
 - b. May serve on Tesh or community committees as defined by management team.
 - c. Participate in all company required trainings.
 - d. Except for planned and approved absences, consistently attend work as scheduled.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school and minimum of five year’s work experience. Previous experience in sales, job placement or human resources desired. Must read, write, and comprehend at minimum of 12th grade level; excellent verbal and written communication skills required. Must have experience and/or interest in working with persons with a variety of abilities and disabilities. Computer competency in Word and Excel needed; must be capable of accessing information on line via the internet; familiarity and comfort with electronic resources needed. Knowledge of the Spokane and/or greater Coeur d’Alene community preferred. Must have valid driver’s license, good driving record, and proof of liability insurance. Must have reliable transportation and be willing to use vehicle to carry out job responsibilities from time to time; mileage reimbursement provided. Must pass criminal history background check, along with suitability requirements mandated by Social Security Administration and remain drug/alcohol free while employed by Tesh and tobacco free on all Tesh work sites.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

ADA prohibits discrimination against a qualified individual with a disability. To be qualified for this position an individual must meet the following standards and/or be able to perform the essential functions and activities with or without an accommodation.

Work is normally performed in office setting. Physical work includes sitting, standing, reaching, kneeling, bending and lifting up to 25 lbs. with primary work outside of office related to locating and developing job sites. Employee will be expected to sit at desk and computer terminal for several hours at a time with an average 8 hour work day likely. The position includes driving in the community to potential job sites to meet with candidates and potential employers. Qualified person must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet physical requirements of the position. Tesh will attempt to satisfy requests as long as the accommodation needed is reasonable and poses no undue hardship to Tesh, Inc., including any safety concerns to clients.

WORK SCHEDULE:

This is a regular full time position requiring a minimum of 36 hours per week. Schedule will typically be Monday through Friday for 40 hours/week. Successful employee will be available for occasional evening or weekend meetings with clients or employers as necessary.

COMPENSATION: Starting wage of \$12.00 per hour. Medical insurance available first of the month following 60 days of successful employment; employee pays 14% monthly costs. Dental, Vision and Long Term Disability insurance provided at Tesh’s expense on the first of the month following 60 days of successful employment. Regular full time employees are eligible for vacation and sick hours as outlined in the Employee Staff handbook.

The above is general in nature and is not intended to be exhaustive. Tesh, Inc. reserves the right to revise or change job duties and responsibilities as the need arises.

Equal Employment Opportunity ~ Affirmative Action ~ Drug Free

Employee Signature_____