

**SUMMER JOB COACH (ES)  
PRN (May-August)  
ALLEN, AUGLAIZE, JEFFERSON, PORTAGE, STARK,  
SUMMIT, TRUMBULL, AND WAYNE COUNTIES**

Seeking Youth Work Monitors to provide support, oversight and job coaching to transition age individuals in employment or employment settings. This position will work up to 35 hours per week and is needed from mid-May through mid-August. Positions are located in Allen, Auglaize, Jefferson, Portage, Stark, Summit, Trumbull and Wayne (report to Stark County) Counties. Responsibilities include:

- Analyze the job site to identify job requirements, supports, employer expectations, and the essential job functions.
- Assess client performance (e.g., observations, collection of baseline behavior, employer input regarding the client's job performance) on the job in preparation for the development or adjustment of the client's job training plan. Provide training in accordance with the job training plan.
- Assist with classroom instruction of work and soft skills.
- Ensure customer satisfaction for the customers including, but not limited to, the client, employer, and referral agents.
- Collect timesheets and distribute paychecks if required.
- Communicate client progress with the referral agency and other appropriate parties.
- Maintain necessary case record documentation and distribute to appropriate parties.

Qualified candidates will have a high school diploma or equivalent; excellent driving record; access to a vehicle and willingness to transport clients where necessary to accomplish client goals. Prefer someone with their Bachelor's Degree in Human Services field or one year of related experience.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing [careers@colemanservices.org](mailto:careers@colemanservices.org) with the subject line "Accommodation Request."

**If interested in applying for this position, visit our website at [www.colemanservices.org](http://www.colemanservices.org) and select the Join Our Team tab and then Careers.**

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Portage, Medina and  
Stark County  
Community Mental  
Health Boards*

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the Commission on  
Accreditation of  
Rehabilitation Facilities*