

Horizon School

Birmingham, AL

Job Developer and Coach

- Are you seeking a position that makes a difference in the lives of young adults?
- Are you someone who wants to assist young adults as they pursue their dreams?

The Horizons School is seeking an experienced Job Developer and Coach who will...

- Work as a member of a dynamic team to advise students regarding career aptitudes, job search methods, resume preparation, internships and paid employment
- Share professional experience and guide student development of job skills
- Teach prevocational and vocational skills
- Develop new opportunities for student internships and paid employment
- Assist with successful job placement

Roles and Responsibilities:

- Assess student vocational wants, strengths, challenges and achievements
- Monitor and facilitate development of student employment goals
- Actively develop new internships and paid employment opportunities
- Teach important prevocational and vocational skills for successful employment

Observing and coaching on-the-job skills:

- Job-specific and transferable skills
- Hygiene/grooming for the workplace
- Realistic appraisal of personal skills
- Transportation skills via bus/cab
- Business communication skills
- Respond to needs of community employers, students, School faculty and families
- Maintain accurate and confidential records
- Prepare summary reports of student progress
- Ensure safe working conditions for student employees

Qualifications:

- Undergraduate or graduate degree from an accredited institution
- One to three years of experience with individuals with disabilities

- Excellent communication and customer service skills
- Knowledge of employee training practices and methods
- Familiarity with federal and state employment practices
- Exercises sound judgment and maintains positive work relationships
- Skills to collaborate with faculty, staff and community employers
- Flexibility in work hours and location. This position may require evening work.
- Hold a valid driver's license and proof of auto insurance

About Us

The Horizons School is a non-degree transition program specifically designed to create personal, social, career independence and build self-determination skills for young adults (ages 18-26) with specific learning disabilities. The Horizons School, Inc. is a state licensed and nationally accredited post-secondary nonprofit school with attractive facilities conveniently located in Metro Birmingham, AL. In its 25th year of operation, The Horizons School proudly celebrates successes of its graduates and long-term relationships with students and families!

The Horizons School offers competitive wages and benefits such as paid vacation and sick leave, paid school holidays, employer paid individual health insurance, retirement plan, optional dental and vision plan, and professional development assistance. To inquire about this position, contact Dr. Karen Dixon, kdixon@horizonsschool.org - Web: <http://www.horizonsschool.org> -

Phone: 205 322 6606, toll-free 800 822 6242.

The Horizons School is an equal opportunity program and does not discriminate against prospective or current students or employees on the basis of gender, race, color, religion, national origin, sexual orientation or disabilities pursuant to the requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act and other applicable statutes.