

## **Community Connector II**

### **Job Summary:**

The Community Connector proactively implements systems to ensure quality services for individuals in their home to include health, safety, and community participation. The community connector will assist in coordinating the activities of the home by eliciting the preferences and needs of and providing support to the individuals. Aids individuals in the area of recreation activities and community resources in a variety of community opportunities. Keeps families, individuals, staff and supervisor abreast of all community opportunities.

### **Primary Responsibilities:**

- Researches and communicates information regarding community resources and other resources (i.e.: education, spiritual, leisure, transportation and medical).
- Facilitating successful individual participation in events, including staff training, community education, technology, and resource development.
- Provides personal care to include eating, using the bathroom, bathing/showering, transferring, shaving and personal hygiene issues.
- Assisting consumers and families through the access and eligibility process for public transportation and Para transit.
- Facilitating successful individual participation in events, including staff training, community education, technology, and resource development.
- Collaborating with Team Coordinators and staff to ensure consumer participation such as transportation, accommodations, etc.

### **Successful Candidates:**

- Will be creative, person-centered, detailed oriented, self-starter, capable of multitasking, familiar with Montgomery County.
- Willing to work in a high energy, hands-on.
- Have previous experience in community-based residential 24 hours 7 day a week program(s).
- High School Diploma or GED (AA preferred); a
- Valid driver's license (or identification), a clean DMV record, reliable transportation.
- Current certification in CPR and first aid, BPS, and Medication Certification preferred.
- Microsoft and other computer skills preferred.

If you think you meet the qualifications, we would love to speak with you! Please apply here or visit our web at <https://www.seeonline.org/employment/>

*SEEC is an equal opportunity employer committed to hiring a diverse workforce in an inclusive culture environment. SEEC does not discriminate based on disability, veteran status or any other basis protected under federal, state, or local laws.*

## **Job Coach**

### **Job Summary**

The Employment Services Job Coach is responsible for managing a caseload of up to 6 individuals. This position is responsible for supporting individuals on their respective work sites, and/or providing job development/job training, and assisting their caseload in achieving their individual goals. The position will work closely with Customized Employment Consultants overseeing the caseloads and align their schedules with the work needs of the individuals. Job Coaches may also be required to provide job development supports outside of a worksite and assist with classroom/career development activities with the Instructional Consultant.

### **General Responsibilities:**

- Implement customized employment procedures in developing productive and meaningful work site opportunities.
- Complete job analyses for the internship and develop task analyses for primary tasks.
- Develop natural supports, and other accommodations necessary to ensure intern is successful.
- Provide ongoing supports to caseload, assisting with any special needs and provide necessary supervision on and off job site.
- Provide ongoing training for individuals on work duties. Assess individuals' strengths and weaknesses and determine appropriateness of job site for each individual. Make recommendations to supervisor as to the level of "fit" a potential existing position may have with an individual.
- Clearly communicate job status and individual's progress with family, while also helping to work through any specific concerns or issues. Communicate with employer and assist individual to resolve any grievances, or ongoing employer concerns.
- Implement individual's plans. Make recommendations to pull team together to discuss changes to the plan, or development of new goals, when needed.
- Implement individual behavioral plans. As needed, make referrals for assistance in behavioral situations, and make recommendations on new techniques or procedures, to improve plans.

### **Minimum Qualifications:**

- Requires a minimum of 1-year experience in supporting adults with developmental disabilities in supported employment or vocational settings.
- Bachelor's degree in a related field preferred.
- Must have a deep understanding of Customized and Supported Employment, a proven track record of supporting an entire range of individuals.
- Must possess an excellent performance and be a strong team player.

### **About SEEC**

SEEC is a progressive nonprofit agency providing a wide range of community supports to help people with developmental disabilities live the lives they choose. Supports are provided solely in the community and are directed by the interests, needs, and aspirations of each person. Interested? Apply today.

If you think you meet the qualifications, we would love to speak with you!  
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## **Community Engagement Coach Job Posting**

SEEC is a non-profit agency located in downtown Silver Spring. We are a mission-driven agency committed to changing lives and discovering abilities and are looking to expand our Community Engagement team that serves families throughout Montgomery County. As a Community Engagement Coach, you will be an advocate, mentor, teacher and support to adults with intellectual and developmental disabilities. We are looking for a creative, energetic and dedicated team member who is passionate about improving the quality of life for the people we support. Supports provided take place both within the community as well as at the home of the person supported and include wellness, recreation, social and educational activities.

The Community Engagement Coach must be willing to build relationships within the community, create individualized activity schedules, work independently, problem solve, make safe and ethical decisions and encourage the people we support to reach their fullest potential.

### **Minimum Requirements:**

- 2 years' experience in supporting people to achieve personal goals, or experience of a comparable nature that has helped candidate build community-engagement skills.
- Strong analytical skills, good mentoring/coaching abilities and a professional approach to personal development.
- Must be willing to learn and use technology such as cell phones, iPhone apps, photos, videos; tablets, adaptive technology and case management database.
- Must possess an excellent performance ethic and be a strong team player.
- Personal vehicle is not a requirement of the job, but all coaches must be able to navigate public transportation in a timely and efficient manner.