



## **JOB COACH INTERN—job training and social skills education to high school students with autism**

**Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.**

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism while simultaneously building inclusive workforces at our partner companies. Spectrum Works partners with companies to integrate high school students and young adults with autism into their workforces. The program prepares young people for entry level jobs that meet the needs of corporate partners and creates a path to success for employees with autism.

Spectrum Works also builds social ventures by selling its partner company's goods which are produced with the assistance of employees with autism. Spectrum Works' first social enterprise is a screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility. Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future and we are looking for colleagues who share in our ambition!

### **JOB SUMMARY**

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as a *Job Coach Intern* to assist the Spectrum Works Job Coaches. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for a rewarding career with young adults, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and help young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

What sets Spectrum Works apart is that our offices are located within each of our partner company's facilities. The Job Coach Intern will supervise and train students with autism on how to perform specific job tasks, manage a work routine, and acquire the social/personal skills that are critical to successful employment.

### **PROGRAM RESPONSIBILITIES**

- Supervise and coach trainees in specified workplace skills to achieve identified goals
- Develop and implement techniques to model occupational skills, work habits, and behaviors
- Help develop, coordinate and implement strategies to work with trainees
- Provide instructions to trainees and ensure individuals are able to complete required job tasks
- Document and maintain attendance records, log notes, and evaluations

- Maintain professionalism in a manner that models workplace behaviors for trainees
- Maintain cooperative relationships with Spectrum Works partner companies (employers) and support the onsite experience of the trainees
- Teach trainees job readiness skills including: business communication, social skills, and workplace etiquette
- Assist with continuous improvement of the job training program

## KEY QUALIFICATIONS

The ideal candidate will have excellent communication skills and an understanding of youth development. You have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Education, Psychology, Sociology, Nonprofit Management or related fields required
- Experience working with high school students and/or the special needs population is preferred
- Flexible days and hours, but must be available to begin work by 9:00 am (Typical schedule is 9:00 am-1:00 pm, but other options are available)
- Passion for Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

## SKILLS

- **Required:** Microsoft WORD and Excel
- **A Plus:** Adobe Creative Suite
- **A Plus:** Spanish Speaking skills
- **A Plus:** CPR certification

**SALARY:** This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

**OTHER BENEFITS:** Access to training certifications. To seek course list go to <http://directcourseonline.com/courses/> and choose your DirectCourse.

**CONTACT:** Applicants should submit a cover letter and resume to [info@spectrumworks.org](mailto:info@spectrumworks.org) . Please write **Job Coach Intern** in the subject line. Applicants without a cover letter will not be considered.