



Community Engagement Coordinator

Entry Level - \$35,000.00

Experienced Professional - \$40,000 per year | mid_career | full_time

***The services can be provided Remotely/Virtual through Zoom or In-person!

What You Will Do:

General Summary:

To support participants' emotional development, promote the inclusion of people with special needs, and address behavioral challenges using a reflective coaching model and trauma informed practices. To provide on-site modeling developmentally appropriate strategies and inclusive practices. To facilitate teaming and collaboration, case management, and staff development to promote an inclusive education model. To facilitate training sessions and follow up technical assistance to Karina's staff members. Supports the execution of community engagement programs and initiatives. Responsible for maintaining collaborative community partnerships that positively impact participant-community relationships with local businesses. Responsible for coordinating workforce and community engagement programs and initiatives. Communicates with individuals' family for improvement of Person-Centered Planning and maintain Natural support.

What does this opportunity give me?

- Community outreach. Work with a diverse population.
- Career Development within the organization the organization. Free training provided!
- Pride. Work for a company that is passionate about our mission and helping people find their path to independence.
- A strong team and support system.
- Impact. Make an immediate difference in someone's life.

What will I do at Karina Association?

Principal Responsibilities and Tasks

The following statements are intended to describe the general nature and level of work being performed by people assigned to this classification.

- Partners with community workforce development firms and the hiring manager to formulate a recruitment strategy for entry-level positions to fill vacancies in a timely and cost-efficient manner.
- Interviews, screens, and refers qualified applicants for open positions of all levels.
- Connects employees to training programs and job advancement opportunities designed to meet workforce demands and assists program participants with identifying and removing barriers to success at work.
- Serves as a coach and advisor to employees who are seeking advancement in their career by helping them to identify and reach their career goals.
- Coordinates and delivers educational trainings on professional development, work readiness and leadership development.
- Compiles program outcomes data for workforce and community engagement projects as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Observe community settings and provide feedback regarding strengths as well as recommendations for universal behavior supports and best practices to improve the service environment.
- Observe individual participants, collect data, and utilize prescribed assessment tools to perform a functional behavior analysis and determine the function of the challenging behavior.
- Develop a written support plan for participants containing strategies for behavior change with the goal of preventing expulsion and promoting social emotional competencies.
- Assist Direct Support staff in implementing strategies through reflective coaching, on-site modeling, training sessions and other supports as needed.
- Provide parents with the education, tools, knowledge and support to become more self-sufficient in advocating for the full inclusion of their child/young adult with mental health needs, disabilities, and/or challenging behaviors.

Miscellaneous:

- Attend Karina's Advisory Board meetings, all Staff Meetings and any other relevant community or committee meetings related to this position.
- Support activities and events of Karina Association when possible.
- Perform any other duties as assigned by supervisor and as necessary to fulfill the mission of Karina Association.
- Attend all internal or external meetings as designated to represent Karina's mission and work.

What does Karina Association need from me to Be Successful?

Education and Experience:

- Associate Degree or Bachelor's Degree in Public Administration, Human Services, Social Work, Special Education, Health Services Administration, or a related area of study is required.

- Two years of professional program coordination, career counseling/job coaching or community relations experience required.
- Must possess strong professional presentation skills.
- Must have excellent oral and written communication skills.
- Must have excellent interpersonal and organizational skills.
- Must have transportation as needed to fulfill the duties of position.
- Must have availability and flexibility to work some evenings and weekends.

Preferred Skills and Qualifications:

- CPR/First Aid, DSP, MANDT, and ACRE Certifications provided by Karina Association
- Group training experience

What else do I get at Karina Association?

In addition to an amazing company culture and team environment, eligible employees are entitled to an array of company benefits, including:

- Comprehensive health/dental/vision insurance
- Paid time off (annual, sick, holiday)
- Anniversary day
- Tuition assistance
- Employee referral bonus
- Jury duty leave
- Bereavement leave
- Free parking
- Travel reimbursement

Karina Association is an Equal Opportunity Employer. We encourage all qualified candidates to apply. It is our policy to recruit, hire, train, and promote individuals without regard to race, color, religion, age, sex, national origin, veteran status, status as a qualified individual with a disability, sexual orientation, or any other category covered by applicable law.