



## **Business Unit Coordinator**

The Business Unit Coordinator provides direction, coordination, and consultation for all client activities associated with the Business Unit.

### **Responsibilities:**

- Work with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize client volunteers both in the community and for work projects on site at Kadima
- Develop appropriate, measurable vocational goals and objectives
- Supervise consumer volunteers at work sites as needed
- Provide ongoing support and guidance for clients
- Train and provide direction and support client volunteers at identified work sites
- Carry-out assessments, identifying vocational strengths, and determine appropriate field for the client
- Develop independent vocational cases and devise a suitable long term vocational plan for the clients
- Identify work readiness and transferable skills and advise a suitable profession for the client based on vocational case file
- Motivate clients to pursue their career with dedication and persistence; facilitate job placement and training process
- Identify each client's barriers, and help the client in overcoming those barriers; set up long term goals for the client and monitor the client in pursuit of those goals
- Complete all necessary documentation for the vocational file
- Collect, enter and assist in interpreting data relative to client utilization of the Business Unit
- Effectively interact with program participants, to come up with successful long term vocational programs for the clients
- Monitor and record clients' progress to ensure that goals and objectives are met
- Other tasks as assigned or requested by supervisor

### **Qualifications:**

- Minimum an associate, or an Bachelors degree in sociology, psychology, social work, or any related mental health field
- Over the age of twenty-one
- Experience working with adults with psychiatric disabilities preferred
- Good written and oral communication skills
- Must have a valid Michigan driver's license, insurance and a good driving record

### **Reports to:**

- Activity Center Coordinator

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Employee Signature/Date