Cooperative Workshops, Inc.
Housekeeping Job Coach

CWI has a FULL TIME opening WITH BENEFITS for a staff to train individuals with disabilities performing housekeeping duties in three locations. Hours: 3:00-11:00pm. Some overtime required.

Qualified individuals will make a difference as they teach, train and coach individuals with disabilities in performing housekeeping duties.

Duties include:
- Trains clients to perform tasks required of a given job
- Trains clients on changes or additions in production
- Trains clients to operate and/or maintain equipment
- Monitors and assists clients with individual work habits and attitudes, interpersonal skills and work performance behaviors
- Participates in and directs daily production at the work area/site
- Maintains quality control records and standards

Qualifications
- High School diploma or GED
- Class E driver’s license required
- Basic computer experience preferred
- Ability to identify and solve problems in a timely manner
- Ability to maintain and complete accurate documentation according to policy and procedure
- A working knowledge of manufacturing processes and experience in vocational rehabilitation and/or education desirable.

We invite you to mail a resume or to apply in person at:
The Center for Human Services,
Attn: Housekeeper / Job Coach
1500 Ewing Drive, Sedalia, MO 65301
For questions, please call 888-826-4401, ext. 1382
Or email bwilliams@chs-mo.org
Visit our web site at www.chs-mo.org
EOE: M, F, V, D