



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Part Time Job Coach

## Job Information

**Job Type:** Part-Time

**Pay Rate:** \$7.25 per hour

**Program:** Sheltered Employment

**Location:** Muscogee County

**Posting Date:** 1/26/2016

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax:** (706) 317-5004

**Email:** [jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Assists individuals with job interview preparation. Provides transportation to and from appointments, ensures that consumer is on task, helps consumers develop/hone skills.

### Minimum Qualifications:

Applicant must have a high school diploma or GED. **Must submit proof with application.** Any combination of training and experience that has allowed the applicant to acquire the necessary knowledge, skills, and abilities to work with individuals with mental disabilities and/or addictive diseases. Must have insured vehicle available for transporting.

### Preferred Qualifications:

Experience in related field is preferred.

**\*Applicant MUST submit proof of High School or GED completion with application to be considered for employment\***

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process. Applicants who are not selected will receive a letter of notification.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**