



JOB DESCRIPTION
(304) Mission Assessment Coordinator (Visalia)

Interested candidates, please send your resume and a cover letter to HR@giscc.org explaining what skills, knowledge, and abilities you have that would assist you in serving in the capacity of the Mission Assessment Coordinator.

Goodwill employees are expected to represent the highest standards of behavior and job performance by: 1) acting with honesty and integrity; 2) ensuring that all business activities are transparent and ethical; and 3) achieving goals in alignment with Goodwill's Mission, Vision and Values.

MISSION: Goodwill's mission is to provide work opportunities and skills development to people with barriers to employment.

VISION: Every person in Kern, Kings, and southern Tulare counties has the opportunity to achieve his/her fullest potential through the power of work.

VALUES: Accountability ~ Integrity ~ Dignity ~ Diversity & Inclusion ~ Ingenuity ~ Opportunity

DEPARTMENT: Mission Services Department of Goodwill Industries South Central California (Mission Assessment Coordinator to be located in Visalia.)

SUPERVISION RECEIVED: Mission Services Coordinator

SUPERVISION EXERCISED: None

CLASSIFICATION: Non-Exempt

POSITION SUMMARY: Establishes and maintains long term collaborations with community and business partners to assist individuals served through the Mission Services Programs. Assess individual skills and goals of employees and program participants. Organizes and develops the implementation and administration of the Mission Services Department functions and carries out policies and procedures relating to all phases of activities.

Standards of Performance and Conduct (each is an essential function):

1. Ensure actions are consistent with Goodwill ethics, policies, procedures, goals and mission.
2. Work collaboratively with management and staff to achieve overall organizational goals.
3. Consistently maintain acceptable level of productivity, ensuring accounts payable/disbursement functions are completed accurately and timely.
4. Punctual and regular in attendance, understanding that time away from work is approved and taken in accordance with established policies.
5. Perform duties in a manner that promotes a team concept and reflects Goodwill's mission, philosophy, and core values of accountability, integrity, dignity, diversity, ingenuity, excellence, opportunity and responsibility.

6. Work in accordance with Goodwill policies, procedures and generally accepted business practices.
7. Promote a favorable image and works cooperatively with all organization employees, participants, customers and other persons contacted during the course of performing duties.
8. Maintain strict confidentiality in all aspects of work; comply with privacy and confidentiality policies.
9. Attend required safety training and participate in safety drills and exercises.
10. Safeguard company property, including donated goods.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

1. Responsible to maintain a high degree of confidentiality along with a professional work environment.
2. Responsible to follow the Mission Services Department policies and procedures.
3. Develop long-term partnerships with community partners to enhance the Mission Services Programs.
4. Attend industry and business related networking and trainings events.
5. Research participants' disabilities and be aware of their limitations when conducting assessments and writing reports.
6. Research participants' disabilities to make the proper accommodations as needed.
7. Maintain business partnerships and relationships with Department of Rehabilitation staff.
8. Coach program participants in how to improve behavior, soft skills, work ethics, and completion of tasks.
9. Coordinate with all other Mission Services Programs and staff to ensure participant success.
10. Must evaluate participant's social, soft, cognitive skills, and work activities. This may include assessing their work ethic and behavior.
11. May conduct psychological assessments, including test administration, interpretation, recommendations and maintains ongoing confidential records
12. Must exercise initiative, ingenuity, and sound judgment in technical matters and workload coordination of the Mission Services Staff.
13. Responsible to follow safety policies and procedures and ensure safe work conditions at all times.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the required knowledge, skill and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree in related field and four years' experience in case management and/or job development and/or calling on business decision makers. One year of experience may be recognized as one year of college.

Language Skills: Ability to effectively present information and respond to questions from groups, managers, employees, clients, customers, and the general public using tact, courtesy and cooperativeness. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables; exercise judgment, resourcefulness, ingenuity and initiative.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables; exercise judgment, resourcefulness, ingenuity and initiative.

Other Skills and Abilities: Ability to operate office equipment, including computer, telephone, cell phone, tablet, fax and copy machine. Detail orientated, accurate and able to compose written correspondence, and write legibly. Excellent interpersonal communication skills in order to interact with all level of management, employees, clients, and the public. Work independently with the ability of achieving goals within designated time frames. Valid California driver's license, liability insurance, and a DMV record acceptable to Goodwill's insurance company.

Certificates, Licenses, Registrations: None.

Physical Requirements and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS/DEMANDS: Mission Assessment Coordinator

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing		X		
2. Bending		X		
3. Carrying		X		
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling		X		
8. Fingering/Fine Dexterity		X		
9. Flexing Wrist		X		
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing		X		
13. Kneeling		X		
14. Lifting		X		
15. Pulling		X		
16. Pushing		X		
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below		X		
19. Reclining	X			
20. Sitting		X		
21. Standing			X	
22. Stooping		X		
23. Talking			X	
24. Tasting/Smelling	X			
25. Throwing	X			
26. Turning Body		X		
27. Twisting Body		X		
28. Walking		X		

29. Near Vision			X	
30. Midrange Vision		X		
31. Far Vision		X		
32. Depth Perception		X		
33. Visual Accommodation		X		
34. Color Vision		X		
35. Field of Vision/Peripheral		X		

LIFTING AND CARRYING REQUIREMENTS/DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
X	(Administrative/Clerical) Class 1 Light Activity	Lift/Carrying Minimum 30 LBS		
	MEDIUM (Moderate Physical Activity)		Lift/ Carrying Minimum 50 LBS	
	HEAVY (Heavy Physical Labor)			Lift/Carrying Minimum 70 LBS

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors			X	
Outdoors		X		
Dust		X		
Electric Shock	X			
Explosive	X			
Exposure to Weather		X		
Extreme Cold		X		
Extreme Heat		X		
Fumes/Gases	X			
High Exposed Places	X			
Loud Noises	X			
Mist	X			
Moving Mechanical Parts	X			
Odors	X			
Poor Ventilation	X			
Radiant Energy		X		
Toxic/Caustic Chemicals	X			
Vibration	X			
Wet/Humidity	X			

NAME:

SIGNATURE:	DATE:
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