CraveABLEs Employment Coach Assistant

Description of Position

Make a meaningful impact by providing hands-on job coaching and employment support to adults with intellectual disabilities at a supportive employment ice cream shop. Interns will help individuals develop vocational, social, and independent living skills while fostering confidence, inclusion, and meaningful employment opportunities. Hours of Operation are typically between 11:30am-9:30pm, Wednesday through Saturday, and 11:30am-7:30pm on Sunday.

The student will report to the Liberty University Federal Work Study Coordinator and the CraveABLEs Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

CraveABLEs
159 Mountain View Rd
Montview, VA 24502

Job Responsibilities

- Providing one-on-one and small-group job coaching tailored to individual needs
- Teaching workplace hygiene, customer service, food and beverage preparation, workplace technology, and custodial responsibilities
- Teaching repetitive job tasks and individualized skill development in structured environments for employees with higher support needs
- Encouraging teamwork, communication, independence, and problem-solving in a supportive work environment
- Monitoring progress, celebrating successes, and adapting coaching strategies to help each employee reach their highest potential
- Promoting dignity, inclusion, and meaningful employment while helping employees build confidence both at work and within the community

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher
- Pursuing a degree in Special Education, Psychology, Social Work, Human Services, Occupational Therapy

Pay Rate: $16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://liberty.wd5.myworkdayjobs.com/en-US/lu_job_board_student/job/Off-Campus-Work-Study---Student-Financial-Services_R0004548.