



Job Opening

Position: Employment Specialist/Evaluator

Program/Department: Workforce Development

Reports to: Coordinator of Prevocational Services

Work Location: 285 Schermerhorn Street

Hours: Full Time

Responsibilities:

- Assist individuals with developmental disabilities develop work readiness skills necessary to secure and maintain community- based employment.
- Carry a caseload of 18 consumers.
- Assess abilities, skills, interests, learning styles, work personality traits, and aptitudes through the use of standardized work samples, written tests, and computerized assessments.
- Assess and record consumer behavioral observations, work skills and habits including motivation, attitude, frustration tolerance, relationship with staff and peers, learning and retention ability, communication skills, and attendance and punctuality, etc.
- Analyze, synthesize, and report information obtained through the evaluation process to make appropriate recommendations for vocational planning and completes DVE report within required time frame.
- Do inventory of assessment tools and recommends changes/additions to meet the needs of the consumers served.
- Conduct and/or arrange vocational assessments.
- Provide individual counseling and case management services.
- Run work readiness groups; arrange for skills training.
- Refer consumers to community-based training sites.
- Provide supervision at the volunteer site.
- Refer consumers for placement services.
- Complete monthly reports and other required documentation.
- Maintain ongoing contact with referral sources and other service providers.
- Prepare a referral packet for ACCES-VR, OPWDD services as applicable.
- Participate in vendor fairs and other program recruitment events as necessary.
- Complete intakes for the DDVSS program.
- Other responsibilities as needed.

Qualifications Required:

- BA degree in the Human Services related field.
- Experience working with the developmentally disabled population.
- Counseling skills required.
- Good communication skills, verbally and in writing.
- Good organizational skills.
- Ability to interface effectively with staff across programs and community agencies.
- Background screening required

Contact:

Send Cover letter and Resume to:

Elina Giuseffi, Coordinator, PreVocational Services

Egiuseffi@wearebcs.org

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