



**Position:** **Business Developer/ Employment Specialist**  
**Program/Department:** Developmental Disabled Vocational Support Services/ Workforce Development  
**Reports to:** Associate Director of Operations WFD  
**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.
- Develop training sites for individuals with developmental disabilities.
- Provide job development services and maintain relationships with employers.
- 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:**

- 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.
- Fingerprinting, Child Abuse Registry, and Criminal Background Check.

**Contact:**

Email Resume and Cover Letter to:  
Elina Giuseffi, Associate Director of Operations  
EGiuseffi@wearebcs.org