



Position: Job Coach
Program/Department: Supported Employment
Reports to: Supported Employment Supervisor
Work Location: 285 Schermerhorn Street
Hours: Full Time - 8:30-4:30/ 9:00-5:00

Responsibilities:

- Assist individuals with disabilities in finding and retaining employment through active, individualized job search and preparation, and post-employment job coaching at the work site.
- Meet with employers in the community and educate them about individuals with disabilities. Assist in situational assessments and interviews, to include escorting consumers to interviews. Develop employment opportunities.
- Assist consumers with job matches that meet their interests and strengths through task analysis, as identified on their IPE's (Individualized Plan for Employment) and psychological evaluations. Provide coaching and instruction at the work sites.
- Develop positive working relationships with employers. Directly assist employers in communicating with consumers, to clarify job duties, to provide safety information, and to facilitate productivity, consumer motivation, and consumer attendance.
- Provide job coaching and proactive, Intensive or Extended support services to assigned caseload of employed consumers, both at and away from the job site, to assist them in maintaining employment in the integrated labor market. Can include occasional evening and/or weekend work depending on consumer's employment schedule, and travel within NYC as required.
- Provide travel training, counseling, case management, and other supportive services needed to maintain employment.
- Advocate for consumers' possible need for accommodation on-site as well as off-site advocacy needs.
- Assist consumers who have lost their jobs to return to employment by re-evaluating their employment goals, needs, and interests, and by assisting them with interviews. Enlist assistance of parents and natural supports.
- Communicate placement information and progress/needs/employment barriers to Supported Employment staff, Job Developers, and Supervisor on a regular basis.
- Complete required chart documentation in a timely manner. Make sure that all necessary documentation is in the charts.
- Complete monthly reports and other requested documentation in a timely manner.

Qualifications:

Qualifications Required:

AA required/BA preferred – with experience in the Human Services field. Good oral and written communication skills. Excellent judgement and sensitivity to the needs of individuals with disabilities.

Contact:

Email Resume and Cover Letter to:

Yesim Osmali – Supported Employment Supervisor
yosmali@wearebcs.org