



Brooklyn Community Services

Position: Prevocational Waiver/ Pathways Counselor
Program/Department: Workforce Development Division (WFD)
Reports to: Associate Director of Operations WFD
Work Location: 285 Schermerhorn Street
Hours: Full Time

Responsibilities:

- Provide habilitation services to individuals with developmental disabilities, per their Habilitation Plan.
- Conduct vocational assessments and develop a Discovery Plan.
- Carry a caseload of 20 Prevoc and 4 Pathways consumers
- Conduct individual and group counseling sessions.
- Provide support and training in work behavior related areas.
- Document face- to- face daily services.
- Document monthly summary on consumer's response.
- Follow program and Medicaid documentation guidelines.
- Develop and review the Prevocational Plan and Pathways Discovery Plan with consumer, MSC, Prevocational Trainer, family/advocate, and other service providers.
- Ensure required documentation is on file, e.g. ISP, NOD.
- Conduct Intakes for Workforce Division.
- Submit documentation of services to Associate Director of Operations WFD.
- Other responsibilities as needed.

Qualifications:

- BA degree in the Human Services related field.
 - Experience working with the developmentally disabled population.
 - Counseling skills are required.
 - Good writing and communication skills.
 - Good organizational skills.
- Fingerprinting and Criminal Background Check

Contact:

Email Resume and Cover Letter to:
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