



Brooklyn Community Services

Position: Supported Employment Intensive Job Coach
Program/Department: Supported Employment / Work Force Development
Reports to: Director of Supported Employment
Work Location: 151 Lawrence Street, Brooklyn New York 11201
Hours: Full Time - 8:30-4:30/ 9:00-5:00

Position Summary:

The Job Coach assist individuals with disabilities with job matches that meet their interests and strengths through tasks analysis, as identified on their IPE's (Individualized Plan for Employment) and psychological evaluations. The Job Coach supports these individuals in finding and retaining employment through active, individualized job search and preparation, and post-employment job coaching at the work site. The Job Coach meets with employer in the community and educates them about individuals with disabilities to develop employment opportunities.

Responsibilities:

- Assist in situational assessments and interviews, to include escorting clients to interviews.
- Develop positive working relationships with employers. Directly assist employers in communicating with clients, to clarify job duties, to provide safety information, and to facilitate productivity, client motivation, and client attendance.
- Provide job coaching and proactive, Intensive support services to employed clients, 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 client'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 client's possible need for accommodation on-site as well as off-site advocacy needs.
- Assist unemployed clients by evaluating their employment goals, needs, and interests; accompanying clients on interviews, job fairs etc.
- 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.
- Participate in agency wide groups and meetings as required
- Others tasks as may be required.

Qualifications Required:

- AA required/BA preferred – with experience in the Human Services field or College credits that equal and AA degree.
- If no degree, at least 4 years working with the Developmentally Disabled population.
- Good oral and written communication skills.
- Excellent judgement and sensitivity to the needs of individuals with disabilities.

Contact:

Email Resume and Cover Letter to:

EQUAL OPPORTUNITY EMPLOYER



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Yesim Osmali – Supported Employment Supervisor
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