



Position: **Workforce Coordinator**

Program/Department: Brooklyn Community Service- YOUTH STAND UNITED (YSU)

Reports to: Program Director

Work Location: Seth Low Community Center – 137 Belmont Ave, Brooklyn, NY 11213

Hours: **Full Time**

**Position Summary:**

Workforce coordinators are responsible for conducting individualized assessments and internship employment placement. Workforce coordinators are also responsible for the development of natural supports in the workplace, retention and transition strategies, job coaching, financial literacy and benefits planning / management. Their role is to match youth with employment sites that are within the youth's capabilities and employment interests. Vocational Coordinator / Employment Specialist shadow youth on a regular basis or until they are comfortable within the work environment and assist with negotiating accommodations in the workplace where needed. Vocational Coordinator / Employment Specialist maintain frequent communication with employers in order to provide necessary support, assess job performance and ensure continued development in accordance with the consistency of the youth's disclosure plan.

**Responsibilities:**

- Completes vocational profile for each new consumer with information from the consumer, mental health practitioners, and with permission, family members or guardian. Updates the profile with each new job experience.
- Work as part of a team along with the Case Manager to help youth attain her/his GED and vocational goals
- Develops an individual employment plan with the consumer, mental health worker, other treatment team providers (for example, the case manager and peer educator) and update records quarterly or as needed.
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the youth.
- Conducts at least 12 employer contacts each week to learn about local businesses and employer needs, to talk about specific consumers who are looking for work and or to talk about employer services offered.
- Supports consumers making employer contacts about job information and/or job interviews within 30 days of program entry or after referral to this service
- Provides individualized support to assist consumers in maintaining employment. Provide weekly face-to-face support.
- Assesses consumers' vocational functioning on an ongoing basis utilizing background information and work experiences.
- Provide outreach services as necessary to consumers when they appear to disengage from the service. Uses a variety of methods to provide outreach.
- Assist consumers in obtaining information about their benefits (SSI, Medicaid, Medicare, etc.) and how they will be affected by employment in order for consumers to make good decisions about employment opportunities.

**EQUAL OPPORTUNITY EMPLOYER**



- Maintain accurate case records for all assigned consumers in accordance with all agency and regulatory requirements.
- Prepare and implements group activities and supervises structured skill development groups related to vocational readiness (i.e. resume writing, job searching skills).
- Complete two off-site visits monthly to participants who are receiving ongoing rehabilitation and support services.
- Spend at least 65% or more of total scheduled work hours in the community engaging consumers, contacting employers for job development, and providing follow-along supports.
- Provide outreach to youth involved in the program to maintain retention
- Other tasks as may be required.
- Follow all program and agency requirements as needed

**Qualifications Required:**

- Bachelor's degree in a related field with at least two years of experience providing employment / vocational services young adults.
- Must have understanding of emotional and/or behavioral challenges as well as an understanding of mental health providers or programs

**Qualifications Preferred:**

- Bi-Lingual a plus

**Send Resume/Cover Letter:**

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