



## Job Description

Position: **Community Prevocational Trainer**

Program/Department: Community Base Pre-Vocational/ Community Supports for Individuals with Intellectual Disability

Reports to: Prevocational Supervisor

Work Location: 151 Lawrence Street, Brooklyn, NY 11201

Hours:  Full Time     Part Time     Hourly

Monday - Friday from 8:30am -4:30pm

**Position Summary:** The responsibility of a Community Pre-Vocational trainer is to foster and engage individuals through a person centered approach. To empower independence through proactive training and practical experiences while involved in integrated activities and volunteerism in community. The Community Pre-Vocational trainer will be responsible in scheduling individualized community based volunteer and job skill experiences, with goals derived from the person centered plan.

### Responsibilities:

- Responsible for supervising a group of 8 Community Base Pre-Vocational individuals as they participate in BCS sponsored activities and volunteerism off site.
- Ensure the group's weekly activity sheet is adhered to, and that individuals exhibit appropriate social behavior during participation in the community.
- Incorporate life skills, job skills, and travel skills during group and volunteer activities, while facilitating community integration.
- Engage in person centered planning with the individual, create an environment to foster personal empowerment, attend to the individuals' personal care and needs as they arise, and assist the individual in the development of job skills.
- Responsible for the completion of daily checklists, monthly summary notes, and semi-annual and annual habilitation plans.
- Serve as the driver when taking individuals' on a group outing in an agency van.
- Contacts with families as directed by supervisor. Coordination with other BCS programs and departments as assigned by supervisor.
- Encourage and motivate individuals' to attend program on a daily basis (Monday-Friday (8:30a.m.-2:30p.m.))
- Act as a role model to individuals' by displaying appropriate work behavior.
- Other tasks as may be required



**Qualifications Required:**

- High School Diploma or GED required
- At least 1 year experience working with the developmental disabled or mental health population.
- Must have excellent interpersonal and verbal communication skills.
- Previous experience or knowledge of Office of People With Developmental Disabilities programs.
- Must be computer literate, respond well to supervision and be a team player.
- This position requires fingerprinting and a criminal background check.

**Qualifications Preferred:** Have an Associate Degree or related field with 1+ years of experience working with developmental disabled.

**Contact:**

Send email and cover letter to  
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