

Job Description

Position: Work Readiness Instructor
Department: Workforce Development
Reports to: Director of Vocational Services
Hours: Full Time

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 25 locations, BCS serves more than 12,000 individuals a year.

Reporting to the Diagnostic Vocational Evaluator Supervisor, the Work Readiness Instructor is responsible for facilitating life skills for work readiness 1, 2, and 3 and work readiness training to BCS individuals as well as coordinating with other VRS staff to ensure that job-ready participants are referred to positions that match their skills and abilities.

Duties and Responsibilities:

- Develop life skills and work readiness training curriculum.
- Facilitate work readiness groups of a maximum of 15-20 Individuals at any given time to motivate and prepare participants for employment.
- Consult with vocational rehabilitation and employment services staff regarding curriculum and training needs.
- Work with job developer staff in identifying job-ready individuals for employment opportunities.
- Assist with timekeeping by ensuring that all attendance on-site engagement is accurately recorded.
- Liaise with outreach and timekeeping staff to ensure that all missed appointments are properly outreached in a timely manner and that all excused absences are accurately recorded.
- Complete monthly report
- Other department duties as needed.

Qualifications and Skills Required:

- Highly organized and detail-oriented.
- Excellent verbal, written and interpersonal communication and presentation skills.
- Ability to be patient and sensitive to individuals with disabilities.
- Ability to motivate individuals with barriers to employment.
- Must be computer literate with a working knowledge of MS Word and MS Excel.
- Bilingual (English-Spanish) candidates preferred.

Requirements:

- Associate Degree in education, human services, or other related field preferred.
- Minimum three (3) years of prior group teaching or training experience, of which at least one (1) year must have been with adult students.

How to apply:

[Click here to apply to the Work Readiness Instructor](#)