



## **Job Description**

**Position: Supported Employment Intensive Job Coach**

Program/Department: Supported Employment/Workforce Development

Reports to: Director of Supported Employment

Status: Full Time

### **Position Summary:**

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. BCS, which presently serves more than 10,000 individuals annually, is committed to a broad and diverse range of services including education and child care; services to strengthen families; and services to foster self-sufficiency for adults.

The Supported Employment Intensive Job Coach provides the supports that individuals with disabilities need to obtain and maintain paid competitive employment within the community. They SE Intensive Job Coach assists individuals with disabilities to find job matches that meet their interests and strengths through task analysis, as identified on their IPE's (Individualized Plan for Employment) and psychological evaluations. The Job Coach supports these individuals in obtaining and retaining employment through active, individualized job search and preparation, and post-employment job coaching at the work site until the clients stabilize.

### **Responsibilities:**

- Assist unemployed clients with job matches that meet their individual needs by evaluating their vocational goals, and interests, applying for jobs in their preferred field, accompanying clients on interviews, job fairs, etc.
- Assist clients with interview preparation, resume/cover letter writing, etc.
- 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 good 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 clients' possible need for accommodation on-site as well as off-site advocacy needs.
- Conduct situational assessments
- Enlist assistance of family as natural supports.
- Communicate placement information and progress/needs/employment barriers to Supported Employment staff, Job Developers, Supervisor and VR counselors 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.

**EQUAL OPPORTUNITY EMPLOYER**



- Participate in agency wide meetings as required
- Other tasks as may be required.

**Qualifications Required:**

- AA degree with experience; BA preferred
- Excellent oral and written communication skills.
- Excellent judgment and sensitivity to the needs of clients.

**How to apply:**

[Click here to apply to the Supported Employment Intensive Job Coach role](#)