



Job Description

Position: Supported Employment Job Coach/Program Assistant

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, 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 administrative support duties for Supported Employment program
- Assist Supported Employment Program Supervisor with coordination of Employment Training Program
- Assist Program Supervisor with monthly SEMP, Acces VR and ETP billing and reporting.
- Ensure all staff providing SEMP and ETP services attends all required annual trainings
- Attend required OPWDD Innovations Trainings
- Assist with job coaching/ site visits/ job search for Acces VR/SEMP/ETP clients
- Meet with clients/families to complete Acces VR and ETP applications
- Work with Care Coordinators to assist with client enrollment to Supported Employment programs
- Input all intake/placement/discharge information on AWARDS

EQUAL OPPORTUNITY EMPLOYER



- Assist staff with internal chart reviews/ internal audits
- Other duties as assigned

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 Job Coach/ Program Assistant role](#)