

Job Description

Position: Job Developer/ Employment Specialist
Program: Work Plus Program/ ECE & Family Services
Reports to: Program Director
Locations: 1835 Sterling Place, Brooklyn, NY
Hours: Full Time

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. Serving more than 20,000 individuals annually, BCS is committed to a broad and diverse range of services including prevention of foster care placement; crisis intervention; early childhood and after school education; and vocational training, job placement, and clinical services to adults with physical and developmental disabilities, and histories of mental illness.

Works Plus Program focuses on 17-30-year-olds who have active involvement within the Justice System. Work Plus provides an array of services designed to help participants reach a higher level of work readiness/employability and reduce the likelihood of participation in violent activity. Works Plus also offers career awareness services, connection to educational opportunities, assistance with job search competencies, and case management; however, Works Plus puts a greater emphasis on soft skill and basic life skills development as a means towards work readiness.

Responsibilities:

- Assist a caseload of 17 individuals with work readiness skills necessary to secure and maintain community-based employment.
- Identify and partner with training sites (employers) for clients.
- Provide job development services and maintain relationships with employers.
- Conduct and/or arrange vocational assessments.
- Provide individual counseling and case management services.
- Run work readiness groups.
- Arrange for skills training.
- Maintain documentation and progress reporting.
- Maintain ongoing contact with referral sources and other service providers.
- Participate in vendor fairs and other program recruitment events as necessary.
- Other responsibilities as needed.

Qualifications Required:

- AA degree in the Social Work or related field.
- In depth knowledge of the needs of our clients who are effected by community violence.
- Strong interpersonal skills and the ability to effectively and genuinely engage, teach and train clients.
- Strong oral and written communication skills.
- Counseling skills required.
- Good organizational skills.
- Ability to interface effectively with staff across programs and community agencies.
- Fingerprinting, Child Abuse Registry, and Criminal Background Check.

How to apply:

[Click here to apply to the Job Developer/Employment Specialist Role](#)