



Job Description

Position: Employment Specialist
Program: 1921 Cortelyou Supported Housing
Reports to: Social Work Supervisor
Work Location: Brooklyn, New York
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.

Responsibilities and Duties

- Assist youth in obtaining and maintaining employment that is consistent with their individual vocational goals
- Conduct job development and job search activities directed towards positions that are individualized to the interests and uniqueness of the population served
- Aid youth with navigating all educational and employment initiatives
- Assist youth to create and maintain an employment portfolio (i.e.; resume, cover letter, a list of references, copies of vital documents such as birth certificate, social security card, etc.)
- Develop appropriate career exploration activities, including internships and job placements
- Assess youth's vocational functioning on an ongoing basis utilizing background information and work experiences
- Provide education on employment soft skills, including interview techniques and strategies, importance of arriving on time for work, what to wear, and respectful communication with a supervisor
- Create partnerships with employers, local businesses, and schools
- Facilitate vocational training groups
- Act as a source of support for youth and provide appropriate feedback to promote youth success
- Track employment placement outcomes and retention for participants and utilize data to improve the quality of services provided
- Function as part of an inter-disciplinary team and facilitate weekly case conferences to address tenant employment issues
- Aid with facilitating resident move-ins and move-outs
- Attend meetings, trainings, seminars, workshops, and conferences as directed
- Complete all other tasks as assigned by Program Director and Supervisor

EQUAL OPPORTUNITY EMPLOYER



Qualifications Required:

- BSW or BA in human services related field, with a minimum of two-years of experience in community work or community centered activities related to employment or educational development for youth.
- Knowledge of NYC workforce development systems and ability to motivate participants toward full-time and/or entry-level employment. MSW or LMSW preferred.
- Fingerprinting and criminal background check required.

How to apply:

[Click here to apply to the Employment Specialist role](#)