



JOB POSTING

Employment Specialist/ Job Coach

Title: Employment Specialist/Job Coach

Location: 68-70 Tuers Ave., Jersey City, NJ

Basic Functions: Responsible for providing direct services to disabled adults to assist them in becoming employed and providing job coaching to assist with job retention.

Essential Functions (*include, but are not limited to*):

- Complete screenings of individuals referred for services and develop a placement plan specific to each individual's needs
- Make decisions on acceptance and provide pre-placement services to individuals accepted for services → Develop competitive, integrated community-based employment opportunities
- Contact employers on clients' behalf in search of employment opportunities
- Bring clients to employer sites to complete job applications and attend job interviews
- Maintain accurate, current case notes and reports for individuals involved in program
- Ensure an appropriate job match is made
- Provide job coaching as needed
- Act as liaison between individual and work site supervisors
- Maintain case notes and documentation for individuals on caseload
- Maintain communication with state's Division of Vocational Rehabilitation Services (DVRS)

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- 3 years minimum experience with job coaching
- Experience working with disabled population strongly preferred.
- Bachelor's Degree in Psychology, Sociology, Business Administration (or related fields) highly desirable.
- High School Diploma and 5+ years of documented experience working in related field will be accepted in place of BA.
- Bilingual (Spanish) a plus
- Driver's license is required (You will be required to use your own vehicle and pass the driver background check)

Position is Full-Time

Benefits:

- Medical, Dental, Vision and Life Insurance
- 401k

About Hudson Community Enterprises

HCE is a not-for-profit that has been providing training and employment opportunities for persons with disabilities for over 60 years. HCE operates five enterprise businesses, including building management services, Electronic Content Management (ECM)/document scanning, document shredding, digital printing and packaging and fulfillment. Each of these businesses employs persons with disabilities and other barriers to employment, *many of whom have been provided workforce development/training and vocational rehabilitation through HCE.*

TO APPLY, CONTACT YOLANDA FULLER
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