



JOB POSTING

Job Coach

Title: Job Coach
Department: Electronic Content Management
Location: 68-70 Tuers Ave., Jersey City NJ

Basic Functions: Hudson Community Enterprises is looking for a Job Coach to help us work towards our mission. Job Coach is responsible for providing job coaching services to the participants in the supported employment program

Essential Functions:

- Provides onsite supervision and job coaching services to assigned individuals
- Serves as a liaison between individual and the worksite
- Maintains accurate, current progress notes and reports for individuals involved in program
- Responsible for instructing worker about the specific requirements of the job
- Ensures individual is completing his/her job in accordance with the worksite's requirements
- Assists employees in increasing their knowledge in a particular Records Management process and helps them focus on the current requirements of the employers while improving their productivity
- Researches accommodations that are necessary to assist employee in reaching goals, if applicable.
- Addresses employer concerns with the individual and develops an action plan to address the concerns
- Prepares monthly progress reports, mileage logs and expense sheets
- Provides crisis intervention if a problem arises on the work site.
- Provides instruction to the workers and ensures individuals can complete all the tasks required on the work site.

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- 3 years minimum experience with job coaching, recruitment, and or job development
- Experience in working with disabled population strongly preferred.
- Bachelor's Degree in Psychology, Sociology, Business Administration (or related fields) highly desirable.
- High School Diploma and 3+ 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 Include: Medical, Dental, Vision, Paid Time Off, and 401K

TO APPLY, CONTACT Abbe Morello
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