

Title: Employment Specialist

Department: Vocational Rehabilitation

Location: 68-70 Tuers Ave Jersey City, NJ 07306

Basic Functions: The Employment Specialist is responsible for providing direct services to adults with varying abilities to assist them in achieving competitive, integrated community-based employment opportunities and providing support services such as job coaching to assist with job retention.

Essential Functions:

- Complete screenings of individuals referred for services and develop a placement plan specific to everyone's needs
- Make decisions on acceptance and provide pre-placement services to individuals accepted for services
- Develop employment opportunities based on client goals, interest, and skills level
- Review employment related skills with the client to ensure proper preparedness for employment
- Contact employers on clients' behalf in search of employment opportunities
- Bring clients to employer sites to complete job applications and assist with job interview preparation
- Support clients to utilize public transportation and/or provide transportation training
- Maintain accurate, current case notes and reports for individuals involved in program
- Ensure an appropriate job match is made
- Act as liaison between individual and work site supervisors
- Maintain communication with Division of Vocational Rehabilitation Services (DVRS)
- Keep Program Director up to date (verbally and in writing) of client and/or program related issues, problems, concerns.

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- 3 years minimum of workforce development experience, relationship building, strong collaboration and organizational skills
- Strong verbal and written communication
- Experience working 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

TO APPLY: Contact Yolanda Fuller (201) 434-3303 ext. 123
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