



JOB POSTING

Pre-ETS School Based Coach

Title: Pre-Employment School Based Employment Services Coach

Department: Vocational Rehabilitation

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

Basic Functions: Pre-Employment Transition Services are provided to introduce and expose students who present with varying abilities and are between the ages of 14 through 21 to employment, help them make informed choices, learn acceptable work habits, and acquire real work experience.

Essential Functions:

- Provide students with a variety of opportunities. To gain information about careers, the skills needed for different jobs and to uncover personal career interests
- Explore and provide student with information regarding in-demand industry sectors and occupations, as well as non-traditional employment
- Administration of vocational interest accounts to assist with the identification of career pathways of interest to the students
- Provide a Work Based Learning Experience (WBLE) to the students that uses community workplaces to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities
- Develop in-school or afterschool opportunities, experiences outside the traditional school setting, and/or internships
- Teach and demonstrate workplace readiness skills and behaviors that are necessary for any job, such as how to interact with supervisors and co-workers and the importance of timeliness
- Development of soft skills, employability skills, or job preparation skills
- Help students learn and build an understanding of how we are perceived by others
- Develop and implement techniques to model occupational skills, work habits, and behaviors
- Develop, coordinate, and implement strategies to work with the students
- Document and maintain attendance records and other records, evaluations, and reports to support the individualized plan for assigned students
- Maintain accurate, current case notes and reports for individuals involved in program
- Maintain cooperative relationships with DVRS and school system to support onsite experience of the students

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- Experience working with high school students and/or 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.

Position is Full- Time

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

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