

**Title:** Project SEARCH Skills Trainer  
**Department:** Vocational Rehabilitation  
**Location:** 68-70 Tuers Ave Jersey City, NJ 07306

**Basic Functions:** To provide a Transition-to-Work Program at the Hudson County Community College – North Campus for individuals 18-21 who have officially graduated from High School and are not yet eligible for DDD services. Project SEARCH is a combined education and internship program for individuals with developmental disabilities. The one-year program prepares interns for competitive integrated employment in the community.

### Essential Functions:

- Develop and implement techniques to model occupational skills, work habits, and behaviors for Project SEARCH interns
- Develop, coordinate, and implement strategies to work with the interns
- Provide onsite instructions to the interns and ensures individuals can complete all the tasks required on the work site.
- Document and maintain daily attendance records and other records, evaluations, and reports to support the individualized plan for assigned interns
- Maintain professionalism in a manner that would model the workplace behaviors for the interns
- Maintain productive, positive relationships with business host site
- Attend scheduled staff meetings, planning meeting, family meetings, workshops, seminars, and related meetings
- Work with key staff to develop internship sites, write job descriptions, task lists, job analysis and plan for necessary modifications for the internships and competitive jobs
- Reinforce employability skills and assists intern to understand and interpret work culture
- Assist in training intern in interview process for obtaining internships and competitive positions
- Learn the internship duties and makes any modifications (label cabinets, simplify written instructions, etc.) necessary to the successful completion of the job
- Teach the essential tasks/duties/core skills of the job to the intern
- Provide individual support to each intern
- Teach and demonstrates safety practices according to the work environment
- Work with manager/mentor to determine new skills to learn as intern gains competencies and confidence
- Assess intern progress and gives feedback to intern and team members
- Complete necessary evaluations, reports, and other documentation
- Perform all duties and provide intern supports remotely and virtually as required
- Perform all other assigned duties to facilitate program operation.

### 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; Email: [yfuller@hce.works](mailto:yfuller@hce.works)**