

Title: Transition Coach
Department: Transition
Location: 68-70 Tuers Ave Jersey City, NJ 07306

Basic Functions: To provide career coaching to high school students (ages 15-21) through work-site experiences to foster their transition from high school to adulthood. Provide supervision while guiding students through progression of transition experiences with on-site vocational training and coaching.

Essential Functions:

- Develop and implement techniques to model occupational skills, work habits, and behaviors
- Develop, coordinate, and implement strategies to work with the students
- Coach students in specified workplace skills to achieve identified goals
- Provide step-by-step directions to the students and ensures individuals can complete 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 students
- Maintain accurate, current case notes and reports for individuals involved in program
- Maintain professionalism in a manner that would model the workplace behaviors for the students
- Maintain cooperative relationships with HCE business partners (employers) and supports the onsite experience of the students
- Perform other duties within the scope of his/her employment and certification as may be assigned

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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