



Title: Career Advisor

Department: Deaf Hard of Hearing and Low Vision

Locations in: Jersey City Area

Basic Functions:

The Career Advisor is responsible for providing direct services to disabled adults to assist them in becoming employed and supporting youth ages 14-21 in their career pathways, including the provision of internships.

Essential Functions:

The following functions of the job include, but are not limited to:

- Curates' relationships with schools to increase referrals
- Provides job readiness and job development to adults and students with disabilities
- Attends 12 hours a year of related training for a role, as assigned
- Pre- ETS internship site developments and supports
- Delivers services that achieve quality, utilization, outcome, and financial sustainability with a high level of individual and stakeholder satisfaction
- Develops competitive, integrated community-based employment opportunities
- Contacts employers on clients' behalf in search of employment opportunities
- Brings consumers to employer sites to complete job applications and attend job interviews
- Maintains case notes and reports for individuals involved in a program in SETWorks
- Works collaboratively with schools, families, and students
- Attends meetings, as needed

Employee Qualifications:

- Bachelor's degree in psychology, Sociology, or Business Administration or 1 year of field experience
- Associate of Arts or 2+ years of field experience will be accepted in place of a BA
- Driver's license is required (*You will be required to use your own vehicle and pass the driver background check*)
- Experience working with the Deaf, Hard of Hearing, or Visually Impaired populations, if applicable
- Bilingual (Spanish) is preferred but not required
- Fluent in American Sign Language and knowledgeable of hearing loss, communication uses, culture, and accommodations in the workplace, preferred but not required.
- Must pass the SLCE test administered by DVRS, if applicable

To apply, email your resume to apply@hce.works.

Position is Full- Time, 401k, Medical, Dental, Vision, FSA

Shift hours/days: 8:00am-4:00pm, Monday-Friday (some evenings and weekends may be required)