



Title: Job Coach

Department: Deaf Hard of Hearing and Low Vision

Locations in: Union, Hudson, Essex Counties

Basic Functions:

The Job Coach is responsible for providing in person direct services to disabled adults to assist them with on-the-job training and provides job coaching to assist with job retention. Markets programs and services to employers and actively seeks partnerships to increase community placements for the employment program.

Essential Functions:

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

- Provide DEI trainings to businesses
- Provide consumers with job retention training
- Provides job coaching supports
- Ensures reasonable accommodations are provided to consumers as needed
- Responsible for on-the-job training and offsite supports as appropriate
- Attends 12 hours a year of related training for role as assigned
- Attains partnerships with employers for additional placement opportunities
- Maintains an active caseload of Job coaching and Long Term Follow Along consumers
- Acts as liaison between individual and work site supervisors
- Maintains case notes and documentation for individuals on caseload in SETWorks
- Maintains communication with the Division of Vocational Rehabilitation Services (DVRS/CBVI)
- Maintains partnerships with businesses to create new development opportunities
- Other duties as assigned

Employee Qualifications:

- A Bachelor's degree in psychology, Sociology, or Business Administration or 1-year of experience related to fields is highly desirable
- Associate of Arts degree or 2+ years of documented experience related to the field
- A High School Diploma or 3+ years of documented experience working in a related field will be accepted in place of a BA
- Bilingual (Spanish) preferred but not required
- 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
- Fluency in American Sign Language required.

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)