



Position: 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 the progression of transition experiences with on-site vocational training and coaching.

Essential Functions:

- Develops and implement techniques to model occupational skills, work habits, and behaviors
- Develops, coordinate, and implement strategies to work with the students
- Coach students in specified workplace skills to achieve identified goals
- Provides step-by-step directions to the students and ensure individuals can complete the tasks required on the work site.
- Documents and maintains daily attendance records and other records, evaluations, and reports to support the individualized plan for assigned students
- Maintains accurate, current case notes and reports for individuals involved in the program
- Maintains professionalism in a manner that would model the workplace behaviors for the students
- Maintains cooperative relationships with HCE business partners (employers) and supports the onsite experience of the students
- Performs other duties within the scope of his/her employment and certification as may be assigned

Employee Qualifications:

- Experience working with high school students and/or disabled populations 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 a related field will be accepted in place of BA
- Bilingual (Spanish) a plus but not required

Position is Full- Time Benefits offered: 401k Match, Medical, Dental, Vision, Flex Spending, Commuter Benefits

To Apply Send Resume to: yfuller@hce.works