



Open Position:

Job Coach

Title: Job Coach

Department: Deaf Hard of Hearing and Low Vision

Location: North NJ Area

Basic Functions:

The Job Coach is responsible for providing direct services to disabled adults to assist them in becoming employed and providing job coaching to assist with job retention.

Essential Functions:

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

- Delivers services that achieve quality, utilization, outcome, and financial sustainability with a high level of individual and stakeholder satisfaction.
- Provides hands-on and technical training to other staff in the program when managers are unavailable.
- Complete screenings of individuals referred for services and develop a placement plan specific to each individual's needs.
- Makes decisions on acceptance and provide pre-placement services to individuals accepted for services.
- Develops competitive, integrated community-based employment opportunities.
- Contacts employers on clients' behalf in search of employment opportunities.
- Brings clients to employer sites to complete job applications and attend job interviews.
- Maintains accurate, current case notes and reports for individuals involved in a program.
- Ensures an appropriate job match is made.
- Provides job coaching as needed.
- Acts as liaison between individual and work site supervisors.
- Maintains case notes and documentation for individuals on caseload.
- Maintains communication with the Division of Vocational Rehabilitation Services (DVRS)
- Other duties as assigned.

Employee Qualifications:

- Bachelor's degree in psychology, sociology, or business administration (or related fields) and 1 year minimum experience in job coaching.
- Associate degree and 2 years minimum experience in job coaching.
- Experience working with the deaf, hard of hearing, or visually impaired populations is strongly preferred.
- 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)
- American Sign Language preferred, but not required.

***To apply, email your resume to apply@hce.works
Position is Full-time, 401K, 401K Match, Medical, Vision, Dental, Life Insurance, FSA
Shift days: Monday-Friday 8:00AM-4:00PM (Weekends as needed)***