



Job Posting

(posted October 25, 2021)

Job Coach/Placement Specialist

JVS is seeking a full-time **Job Coach/Placement Specialist** to join our Vocational Rehabilitation Department. Under the direct supervision of the Manager of Employment Services, this position is responsible for assisting individuals who have disabilities in all aspects of obtaining and maintaining employment including developing resumes, connecting with employers, assisting with the interview process, providing on site coaching to help individuals learn needed job tasks and then to maintain these jobs. Additional tasks include running in-house and virtual groups for job seekers, maintaining accurate records and being able to write detailed reports documenting activities.

What we are looking for

Experience working with individuals who have disabilities providing employment services. Strong verbal, written and computer skills are required. All offers are contingent on a successful background check.

Essential Functions

- Develops and maintains contacts with area employers to assist program participants in finding suitable employment based on their interests and abilities.
- Provides training, supervision and support to program participants at JVS and at job sites.
- Provides pre-employment services such as job seeking skills training, job development and job referral.
- Assists participants with job applications and throughout the job interview process.
- Performs community-based assessments at job sites.
- Develops appropriate techniques such as task analysis to help individuals address difficult behaviors in consultation with JVS Case Managers.
- Acts in liaison with employer to ensure job retention and provides long term follow-along support at job sites so employment is stabilized.
- Maintains on-going communication with JVS Case Managers and NJDVRS Counselors (as appropriate) regarding individual's progress and status.

- Maintains records of services provided through JVS online case management system no later than 5 days after service provision.
- Assists with transportation needs and arranges for travel training when appropriate.
- Participates in preparations for CARF accreditation as needed.
- Performs other duties consistent with program needs and not calling for materially different skills.

Preferred Qualifications & Experience

Bachelor's Degree in psychology, sociology, or related field or Associate Degree with three years of commensurate experience required.

Experience in providing direct services to individuals with disabilities. Strong verbal, writing and computer skills.

Classification and schedule

This is a full-time, non-exempt position which requires a flexible schedule to meet the demands of the business.

Travel

Must be willing to travel and have reliable transportation as this is required for this position.

Salary

The salary range for this position is \$38,000-\$42,000, including benefits.

Our Benefits

JVS provides generous benefits for eligible full-time employees, including:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Considerable paid time off, including annual leave, sick leave, and holidays
- Long-term disability coverage
- Flexible spending accounts (pre-tax income for eligible health and/or dependent care expenses)

To apply

Please submit a resume and cover letter highlighting why you are a perfect fit for this position. No phone calls please. As we would like to fill this position in a timely manner, we will accept applications on a rolling basis until the position is filled.

About JVS

JVS of Metrowest is a nonprofit, community-based health and human service organization, delivering a wide array of personalized services on a nonsectarian basis to nearly 2,000 individuals each year. The people we help range in age from 14 to 100+. We provide services to individuals throughout New Jersey and business-to-business

services to hundreds of companies across the State.

JVS provides an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.