



JOB COACH WITH AMERICAN SIGN LANGUAGE PROFICIENCY POSITION DESCRIPTION

Jewish Vocational Service (JVS) of MetroWest is seeking a full- and/or part-time Job Coach with American Sign Language proficiency to join our Employment Services team. Under the direct supervision of the Manager of Employment Services, this position is responsible to provide support and training to individuals with disabilities who are transitioning into competitive employment and to help ensure job retention.

What We Are Looking For:

- Experience in providing direct support services to individuals with disabilities
- Proficiency in American Sign Language as measured by the Sign Community Proficiency Interview (SCPI)
- Strong verbal, writing and computer skills
- All offers are contingent on a successful background check

Essential Functions:

- Provides training, supervision, and support to JVS of MetroWest clients at JVS and at job sites utilizing American Sign Language skills as needed
- Provides pre-employment services, such as job-seeking skills training, job development, and job referral
- Performs community-based assessments at job sites
- Develops appropriate techniques such as tasks analysis to help clients address difficult behaviors in consultation with each client's JVS Case Manager
- Acts in liaison with employer to ensure client job retention
- Maintains on-going communication with client's JVS Case Manager regarding client's progress and status
- Maintains records of client services through Set Works online case management system in a timely manner
- Assists with transportation needs and travel training when needed
- Assists clients during job application and interview process using American Sign Language as needed
- Participates in preparations for CARF accreditation as needed
- Performs other duties consistent with program needs and not calling for materially different skills

Desired Skills:

- Ability to work independently
- Ability to meet deadlines under pressure
- Self-motivated, takes initiative
- Ability to multi-task in a fast-paced environment
- Outstanding attention to detail with superior time and project management skills
- Ability to learn new content areas and new skills quickly and as required
- Professional attitude and work habits
- Intermediate experience in Word, Excel, and Outlook preferred
- Excellent communication and written skills

Preferred Qualifications & Experience:

- Associate's Degree in psychology, sociology, American Sign Language, or related field—or three years of commensurate experience



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- Fluent in American Sign Language and or/Deaf Studies or ASL-English Interpreting

Classification and Schedule:

- This is a full-time, non-exempt position which requires a flexible schedule to meet the demands of the business.
- Job coach works in the community, in addition to the JVS office.

Travel:

- Must be willing to travel locally and have your own reliable transportation, as this is required for this position.

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 generous 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 to harciso@jvsnj.org. 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 non-sectarian, non-profit, community-based workforce development agency that helps underserved individuals overcome barriers to employment by providing them with the tools and training necessary to help them prepare for, search for, find, get, and excel in a job. Established in 1939, we serve approximately 2,000 people annually in East Orange, Livingston, Montclair, and Whippany.

JVS of MetroWest is an equal opportunity workplace. All qualified applicants will be considered for employment without regard to race, color, ancestry, ethnicity, religion, 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 locations where we operate.



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