



PRE-EMPLOYMENT TRANSITION SERVICE INTERNSHIP COORDINATOR POSITION DESCRIPTION

Jewish Vocational Service (JVS) of MetroWest is seeking a full-time Pre-ETS Internships Coordinator to join our Vocational Rehabilitation team. Under the direct supervision of the Pre-ETS Case Manager, this position is responsible for providing transition services to students with disabilities who are seeking internship and/or job sampling opportunities in the community.

What We Are Looking For:

- Experience in working with students with physical, intellectual, and/or developmental disabilities
- Experience providing internship placement and/or job placement services
- Strong verbal, written, and computer skills

Essential Functions:

- Works with Case Manager to provide vocational counseling and job-seeking skills services to students, individually and in a group setting
- Develops internship and job sampling sites throughout the community
- Gathers information from students, family members, and staff to help determine appropriate community-based internships and employment goals
- Networks and establishes working relationships with employers, businesses, and agencies in Essex and Passaic counties and the surrounding area
- Reaches out to employers—both in person and by phone—for the purpose of developing community-based internship and job sampling opportunities
- Performs site analyses of specific employment sites to determine suitability of sites for students
- Assists transportation needs and travel training when needed
- Coordinates services with the Pre-ETS Skills Trainer and provides support at internship/job sampling sites as needed
- Maintains on-going communication with each student's JVS Case Manager and NJDVRS Counselor regarding the student's progress and status
- Maintains records of services provided to students through our SetWorks online case management system in a timely manner
- Assists the Director of Vocational Rehabilitation Services and the Pre-ETS Case Manager in maintaining and preparing all necessary data required by funders and government agencies
- Participates in preparation 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 and 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 area and new skills quickly as required



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- Professional attitude and work habits
- Intermediate proficiency in Microsoft Word, Excel, and Outlook preferred
- Excellent written and verbal communication skills

Preferred Qualifications & Experience:

- Bachelor's Degree in psychology, sociology, special education, social work, human resources, or a related field
- Experience working with students with disabilities is a plus
- Must pass a background check and have a clear driving record

Classification and Schedule:

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

Travel:

- Must be willing to travel locally and have reliable transportation.

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 hnarciso@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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