



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST POSITION AVAILABLE

POSITION: Employment Specialist

PROGRAM: Vocational Services - Department of Rehabilitative Services

HOURS: Full-time

JOB DESCRIPTION:

The Employment Specialist will work within the department of rehabilitative services to provide an array of pre-employment and vocational rehabilitation services for individuals with mental health or learning disabilities, including adults, out-of-school youth, and high school students transitioning to the workforce. Major responsibilities will include:

- Outreach to employers to develop employment opportunities and work experience internships
- Teach work readiness and job search skills
- Conduct community based work experience and work-learning assessments
- Prepare assessment and progress reports

QUALIFICATIONS:

- Bachelor degree is required
- One year of experience providing job development, job search and work readiness training, job coaching, vocational assessment, related activities;
- Ability to prepare well-written, detailed reports in required time frames
- Knowledge of ACCES VR services helpful but not required
- Ability to be flexible and resourceful in order to identify and respond to consumer needs

The Guidance Center of Westchester is located in lower Westchester County, walking distance to Metro-North Mount Vernon East station. We offer growth opportunities, excellent benefits and competitive salaries.

For immediate consideration, send resume to: rliegner@theguidancecenter.org