



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

PLEASE POST AVAILABLE POSITION

POSITION: Job Coach

PROGRAM: Supported Employment

HOURS: Flexible Days and Hours

JOB DESCRIPTION:

A long-time leader in vocational services for people with disabilities, The Guidance Center of Westchester headquartered in Mount Vernon NY seeks an experienced counselor/coach for employed adults and young adults with mental health and learning disorders who participate in supported employment through ACCES VR. Coaching will take place mostly in the community, at participants' workplaces, or other locations in New York City and Westchester County. The position requires scheduling flexibility and may involve evenings and weekends as well as weekday hours. Responsibilities will include:

- Counsel participants on appropriate work behavior, interpersonal communications at work, HR policies, job responsibilities, supervision, expectations, accommodations and disclosure issues.
- Provide ongoing support to help participants overcome mental health barriers that interfere with job performance
- Coach participants on learning and satisfactory performance of job tasks
- Advocate with employers on accommodations needed to help in job retention
- Lead support group focused on career development and work-related issues
- Develop relationships with employers and work supervisors
- Participate in case conferences with other service providers

QUALIFICATIONS:

- Associate's degree minimum

- 2 years relevant experience
- Flexible schedule – ability to work evenings, weekends, and weekdays as needed
- Adequate English writing and computer skills for completion of reports, case notes, and other documentation, as needed in electronic reporting system.
- Flexible work schedule
- NYS Driver's License and ability to drive agency vehicles preferred

SALARY: \$20 per hour

SEND RESUME and COVER LETTER TO:

rliegner@theguidancecenter.org or Fax to 914.664.8189