**EMPLOYMENT OPPORTUNITY**

**Temp to Possible Perm Employment Specialist/Job Coach (FT):** Work collaboratively with program participants to choose, get and keep employment while promoting person centered customer choice. Assess generic work skills/readiness, teach/role model work place behaviors and provide on-the-job coaching support to assist individuals to learn new job duties, communicate effectively with co-workers and supervisors and to maintain self-satisfying successful employment. Complete and maintain appropriate reports and documentation as required. Knowledge of mental health conditions beneficial. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must physically be able to: Lift, stand, sit, walk, kneel, bend, stoop, reach, lift, climb, grasp, push and pull objects; all possibly for extended periods of time throughout duration of work shift as designated by work environment/duties/tasks/site requirements of job placement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications: BA/BS Degree + 1 year related experience assisting individuals with disabilities to obtain and/or maintain; AS/AAS Degree + 2 years related experience; OR High School diploma or equivalent + 2-4 years related experience. Requires flexible hours including evenings, weekends and holidays as needed. Must demonstrate the following: Computer literacy, effective communication skills/ oral and written and a general knowledge of community resources.

Position requires acceptable driving record per Agency Insurance requirements, reliable vehicle, OMH fingerprinting and background check completed prior to hire required and paid for by employer. EOE

**Please mail cover letter and resume to:**

Genesee ACE Employment Services

Attn.: Director of Programs

220 East Main Street

Batavia, New York 14020

Or email to: gmckee@rsiwny.org

**Questions can be directed to: Director of Programs (585) 343-9162 Ext: 307**