**Join Our Team!**

**Immediate Opening!**

**Full-Time Employment Specialist / Job Coach**

Vocational rehabilitation program based in Batavia assisting individuals in Genesee and Orleans counties to choose, gain and maintain competitive employment. Individual support may include, but is not limited to, on-and off-site job coaching, job development and other employment training. Provides participants with individual job placement assistance. This includes: resume writing, interviewing, job search tools and strategies, job referrals, and job/internship development. Develops and maintains relationships with employers in targeted industries and occupations. Tracks all job development activities, participant progress, workshops, placements and obtained employment. Advocates on behalf of participants and interfaces with partners and stakeholders as needed. Provides proper documentation of all recorded visits and work done on behalf of participants via case notes. Job coaching to assist individuals in gaining skills needed to be successful in competitive employment; individualized meetings to develop skills and coping strategies regarding personal, social, or needed skills development affecting employability and or current employment. Ability to work with individual to develop service plans with measurable goals and objectives based on the individual’s interests, abilities, strengths and needs. Facilitation of groups. Adhere to Company policies and procedures to include being aware of the importance of Corporate Compliance Policies and the Code of Conduct. Attend required and necessary trainings and in-services, participates in program and agency meetings as required. Performs other related duties as assigned by supervisor/director. BA/BS/AAS; minimally High School diploma or GED and at least 1 year of experience within a human service organization serving persons with a disability. Knowledge of and experience working with individuals with mental health conditions beneficial. Must be able to work independently and as part of a team.

FT position with rotating on-call responsibilities and flexible schedule, starting rate $15.32 per hour with excellent benefit package. Clean NYS Driver’s License to drive agency vehicles required. EOE

Please send cover letter and resume to: [gmckee@rsiwny.org](mailto:gmckee@rsiwny.org)

Or mail to:

Genesee ACE Employment Services

Attn: Director of Programs

220 East Main Street

Batavia, New York 14020