

**FYI! -**

**Goodwill Industries, located in in Harrison** is currently looking to hire applicants for the following positions:

- **Job Retention Coordinator**
- **Skills Trainer**
- **Job Coach (American Sign Language)**

**Coordinator - Job Retention Services, Full Time (NJ1459915) Salary \$40,000 - \$43,000/Yr.**

Responsible for the documentation of rehab program consumers for all activities and efforts. Supervise staff whose program deliverables are job coaching and Long-term Follow Along services. Ensure all DVRS requirements are met accordingly. Ensures that program is meeting monthly goals – particularly the grant funded program- Long Term Follow Along LTFA. Inform job coaches when placements are made and coordinate the start of job coaching services with the Director of Rehabilitation Services. Assists employers with completing appropriate documents in order to benefit from the available DOL and DVRS work incentives. Generate weekly and monthly statistical reports internally. Meet all budget and placement goals and contract deliverables. Motivate staff to perform to his or her potential. Qualifications: BA in related field and or HS with at least 4-6 year's relevant work experience. Must maintain a valid driver's license and ongoing access to own transportation.

**Skills Trainer, Full Time (NJ1459916) Salary \$16/hr.**

Will provide training and support for Project SEARCH student interns during internships; transitioning students into competitive or supported employment upon program completion. Responsible for training and problem solving issues related to the student intern and meeting the employer's expectation. Links the student with on-site supports to eventually fade off the internship and enable the student to work independently on the job. Will Participate in basic job coach training Systematic Instruction, Lean and other appropriate training and continual staff development. Reinforces employability skills and assists intern to understand and interpret work culture. Assesses student progress and give feedback to intern and team members. Must become familiar with CARF regulations and assure that services provided and documentation maintained is CARF compliant. Qualifications Basic Job Requirements: A minimum of an AA Degree in human services field, BA preferred. Knowledge of MS Word, Excel and Outlook required. For job coaches working with deaf and HOH consumers, fluency in American Sign Language is required and SCPI certification preferred. Must have a valid NJ driver's license and be willing to use private transportation to travel to employers to serve consumers in counties throughout Northern NJ.

**Job Coach - American Sign Language - Harrison - Full Time (NJ1459910), salary \$16/hr.**

Will provide training and support for rehab consumers transitioning into competitive or supported employment, to assist consumers retain jobs long-term. American Sign Language fluency required. Will provide intensive on-the-job training for consumers placed into

competitive employment. Will train consumers on public transportation alternatives to get to - from work. Will track number of service hours provided to each consumer; submit activity reports on time to request vouchers for additional hours when needed. Contact DVRS and other referral agencies for supported employment and or job coaching Qualifications: American Sign Language fluency required. AA Degree in human services field from an accredited college. Must have a valid NJ driver's license and pass license check. Must be willing to use private transportation to travel to employers and serve consumers in counties throughout Northern NJ. Job Coaches working with deaf and HOH consumers, fluency in American Sign Language required and SLCE certification preferred. Excellent communication and written skills Ability to communicate with all levels of employees

**Interested applicants may e-mail resumes to Ms. Beatriz Baldwin at [bbaldwin@goodwillny.org](mailto:bbaldwin@goodwillny.org)  
Phone: (973)-474-2021**