



ASSISTANT EMPLOYMENT SPECIALIST

Location: New Hempstead, NY 10977 and Yonkers, NY 10701

Division: Employment & Day Services

Status: Per-Diem, Non-Exempt [Temporary]

Build a brighter future...For those with special needs AND for yourself!

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

As the **Assistant Employment Specialist**, you will provide one-to-one training and job coaching to young adults working at internships. You will be responsible for training and demonstrating various tasks and ensuring that workers understand how to perform various jobs satisfactorily.

This position is temporary for the summer of 2018 and hours vary from part-time to full time. There are openings in both Rockland and Westchester counties.

Education & Experience:

- High School Diploma or equivalent.
- Additional consideration may be given to candidates with experience in human services; working with people with disabilities (including experience with a disabled family member).

Additional Requirements:

- Remain current in all NYS Justice Center and OPWDD required trainings.
- Must be cleared and maintain acceptable record under the NYS Justice Center and OPWDD mandated criminal background check process.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- Additional consideration may be given to candidates proficient in Americans Sign Language and/or bilingual (English/Spanish).



How to Apply:

Please send Resumes to:

Jawonio Inc
Human Resources Department
260 N. Little Tor Road
New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to jobs@jawonio.org

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Understand: Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

For a full listing of all open positions at Jawonio, please visit us online at www.Jawonio.org/careers