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Fw: Peer Job Posting - HTH is Hiring a Career Coach

1 message

Rita Cronise <rmc277@shp.rutgers.edu>

Sun, Dec 18, 2022 at 8:21 PM

To: "academy.virtual.community" <academy.virtual.community@gmail.com>

From: Justin Barron <jbarron@communityaccess.org>**Sent:** Friday, December 9, 2022 3:51 PM**To:** academy.virtual.community <academy.virtual.community@gmail.com>**Subject:** Peer Job Posting - HTH is Hiring a Career Coach

Hello,

Please add this job to the board:

Career Coach - Howie The Harp Program

Job Location: Howie The Harp - 2090 A. CLAYTON. POWELL JR., NY, NY 10027

Position Type Full Time

Salary \$22.70 Hourly

Overview

Howie The Harp Advocacy Center trains and supports individuals with mental health concerns find meaningful, permanent employment and develop careers in human services. The Center is run by professionals who have personally received mental health services. All of the Center's programs are based on the core value that self-help, personal responsibility and peer support are among the most effective methods for people who seek to recover from mental illness through employment. Through the Peer Training Program, Assisted Competitive Employment Program (ACE), and other initiatives, the Center provides a wide range of services including training, internship experience, job placement assistance and support, and continuing education services. Graduates are entitled to ongoing access to placement and support services.

The Career Coach provides personalized guidance in the form of support, job development and placement, skill and resource development, to HTH participants and community members. The Career Coach promotes self-determination to support success and satisfaction as a trainee in the HTH classroom, on an internship, and while engaging and sustaining employment. The Coach works closely with other Coaches and agency staff to achieve the Community Access mission through her/his role.

Essential Job Functions:

Function as primary support to participants, pre and post-employment, providing ongoing individualized support at the level of intensity and frequency required. Responsibilities include:

- Act as liaison between trainees, educators, internship/work-site supervisors, employers and external service providers and natural supports. This may include supporting participants in advocating for reasonable accommodations, developing workplace relationships, and other ongoing and intensive job-related needs.
- Assess participants' strengths, barriers and needs to obtaining permanent satisfying employment.

- Produce job appropriate analyses, coaching, and customized training as well as career advancement supports.
- Plan and deliver individual and group-based support including work readiness and job search skill development (e.g. resume preparation, applications and interviewing) to program participants.
- Identify and develop internship and employment opportunities for participants.
- Document and maintain thorough, timely and accurate records of all participant-related services in various electronic databases(AWARDS, NYESS) and per agency and Medicaid standards • Attend and participate in supervision, meetings and training sessions, as required.
- Perform other duties as assigned

Job Qualifications

- At least three years of experience working in mental health services, preferably employment, peer support, or rehabilitation setting, required
- Possess and maintain a NYS OMH Peer Specialist certification or be willing to obtain one within six months of employment, required
- Minimum of a high school diploma or equivalent, required (bachelor's degree preferred)
- Recipient of mental health services (past or present), required
- Ability to create and foster empathic, professional and respectful relationships between yourself and other people, required
- Strong computer, organizational, and documentation skills, required
- A commitment to upholding the philosophy, mission, and values of Community Access and Howie The Harp Advocacy Center, required
- Must be fingerprinted and cleared by the Office of Mental Health (OMH), required
- Demonstrated knowledge of benefits, entitlements, or work incentives, preferred

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Benefits

- Time Off Benefits: 3 weeks of vacation, 5 personal days, 12 sick days, 11 paid holidays, Work Anniversary Day
- Summer Flex Hours
- Comprehensive medical, vision, and dental plans
- Employee Assistance Program (EAP)
- 403(b) Retirement Plan, with Employer Match after 1 year of service
- \$500 Annual Employee Wellness Fund for eligible employees
- Pre-tax savings plan (including Flexible Spending Accounts and TransitChek)
- College savings plan
- Paid Family Leave, Short-Term Disability insurance

Justin Barron

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