

Elena R. Spera / 2025 CRS ACCESVR: Job Placement Services; 931x

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Suffolk County Workforce Development Board of Directors-Board Member, Workforce Innovation and Opportunity Act, 2018-2021
WIOA Disability Standing Committee – Subcommittee Member, 2018-2021
Suffolk County Rehabilitation Council, Member, Suffolk County, NY 2018-2021
Stony Brook University, Stony Brook, NY, Bachelor of Arts, Psychology

The Modern Job Coach, Inc., West Islip, NY, 11795, President/Chief Placement Counselor, 2021-Present

The Modern Job Coach is a consultation, recruitment, and staffing company with extensive experience in employer and employee relations, operations, policy development, aiding in job startups, and partnering with various community programs. The Modern Job Coach consults with vast candidate demographics- ultimately connecting client opportunities with qualified people. MJC, Inc. is currently a vendor for the New York State Education Department; ACCES-VR for Vocational Rehabilitation Services. Other specialties include tax credit submissions, wage subsidy programs, internships, and facilitating partnerships with local and government entities. MJC, Inc. is all encompassing; providing resume development services from entry level positions to owners and executives, interview preparation, job development, and networking. Curating a process to advance into new careers and endeavors.

American Maintenance, Babylon, NY, 11702, Human Resources- Quality Control and Compliance Manager, 2014-2021

American Maintenance is a full-service facilities maintenance company that partners with New York State Industries for the Disabled; Contracts facilitate employment for individuals with various and extended barriers to employment.

- Managed and coordinated all staffing efforts for over 35 contracts throughout New York State. Approximately 15M in revenue annually
- Over 200 employees personally hired and retained through a collaborative relationship with local and state agencies and organizations
- Clients staffed included various universities, hospitals, municipalities, and other large public establishments
- Daily responsibilities included the constant recruitment of eligible candidates, working with 15 Site Managers, 8 assigned partner agencies, human resources, and payroll departments, including daily interaction with the Vice President of Operations and the President of the Company
- Working alongside Primary Human Resources and company Attorney with any employment considerations, hiring processes, terminations, company-wide training initiatives, drug screening policies, back ground checks, performance write ups, and any and all managerial concerns
- Assisted in administrative and recruitment efforts for special events including the USOPEN, PGA tours, and US Tennis Open
- Organized tax credit initiatives from application to submission, following along with payroll and the Corporate Controller
- Primary lead for company health insurance including open enrollment for over 2,000 employees along with new hires and COBRA
- Business Development: networking and promoting company services to generate new business or partnerships
- Presentations: Presents for many forums, job fairs, radio stations, and agency locations, on behalf of an employer who hires individuals with disabilities and second chance initiatives
- Relationship with the Department of Labor aiding in Grants that target the NYS Jail System
- Lead additional recruitment initiatives for other internal areas of need including temporary payroll and administrative assistant positions

Skills Unlimited, Inc., Oakdale, NY, 11769, Special Employment Program Coordinator, 2009-2014

Skills Unlimited, Inc. is a not-for-profit organization which services the community for the disabled with vocational assessment and training programs.

- Managed and coordinated three placement and supported employment programs funded by the State of New York
- Responsible for the coordination and facilitation of job placement efforts in the targeted areas of mental health, substance abuse, ex-offender population and developmental disabilities
- Supervised three full time counselors with program regulations, documentation, client needs, gaps in services, and facilitates effective community problem solving
- Supervised the maintenance of client documentation, database entry and reporting, billing, and the implementation of HIPAA compliance
- Constant communication with the New York State Department of Education, Medicaid, Department of Labor, OPWDD and affiliated agencies
- Counseled clients with vocational and personal concerns, guiding them and educating them into programs and areas that would assist them in creating/maintaining a healthy, productive life
- Created relationships and opportunities within the community with efforts to place a broad range of candidate talent
- Actively placed individuals in full and part time positions including; Administrative Assistant, IT and other technical fields, Sales, Food Service, and Retail
- Collaboratively worked with Executive and Program Directors to implement new ideas, outreach initiatives and keeping with local trends in business and society
- Advised and created resumes and cover letters for counselors and consumers in Placement Services to aide in job development
- Implemented weekly job readiness workshops and individual meetings to encourage, support and teach the fundamentals of work place behaviors, interviewing skills and proper performance