

## **Vocational Program Facilitator – Assessment & Job Placement Services**

**Position Title:** Vocational Program Facilitator

**Location:** Homesteads for Hope, Monroe County, NY

**Employment Type:** Full-Time/Part-Time

**Reports To:** Program Director

### **Position Overview**

Homesteads for Hope is seeking a dedicated **Vocational Program Facilitator** to provide assessment services and support job placement for individuals with intellectual and developmental disabilities (IDD). This role is essential in guiding participants through career exploration, workplace assessments, and skill development in an inclusive, hands-on learning environment. The facilitator will evaluate participant strengths and needs, identify suitable work experiences, and provide ongoing support to ensure successful employment outcomes.

### **Key Responsibilities**

#### **Assessment Services:**

- Conduct **Community-Based Workplace Assessments (CBWA)** to evaluate participants' vocational strengths, interests, and job readiness.
- Develop individualized assessment plans in collaboration with ACCES-VR counselors, participants, and caregivers.
- Identify and coordinate work experience sites that align with participants' skills and employment goals.
- Observe participants in real workplace settings to assess performance, adaptability, and potential job placements.
- Provide written reports summarizing assessment findings, skill development progress, and recommended next steps.

#### **Job Placement Support:**

- Assist participants in identifying job opportunities both on the farm and in the broader community.
- Offer job readiness training, including workplace etiquette, task management, and communication skills.
- Coordinate with employers to ensure accessible and supportive work environments.
- Act as a liaison between participants, employers, and support teams to foster successful job placements.
- Provide short-term on-the-job support as participants transition into their roles, ensuring they understand expectations and work processes.

#### **Program Development & Administration:**

- Maintain accurate documentation of assessments, progress reports, and job placements.
- Collaborate with Homesteads for Hope staff to integrate vocational training into the farm-based learning environment.
- Engage with ACCES-VR, local businesses, and community partners to expand work-based learning opportunities.
- Stay informed on best practices in vocational rehabilitation, disability employment services, and job coaching.

### **Qualifications & Requirements**

- **Education:**
  - Master's degree in Vocational Rehabilitation Counseling, Special Education, Social Work, or a related field preferred; OR
  - Bachelor's degree with related experience.
- Experience in vocational assessments, job coaching, career counseling, or disability services preferred.
- Strong understanding of employment barriers for individuals with IDD and strategies for overcoming them.
- Excellent communication, organization, and problem-solving skills.
- Ability to work independently while collaborating with a multidisciplinary team.
- Commitment to inclusion, person-centered planning, and empowering individuals to achieve meaningful employment.

### **Preferred Qualifications:**

- Familiarity with ACCES-VR guidelines and work-based learning programs.
- Experience working in agriculture, food service, retail, or hospitality settings.
- Knowledge of adaptive employment strategies and workplace accommodations.

### **Why Join Us?**

Homesteads for Hope provides a unique and enriching environment where individuals of all abilities can learn, work, and grow. As a Vocational Program Facilitator, you will play a crucial role in supporting participants on their path to independence, career development, and community inclusion.

**Apply Today!** Help create an inclusive workforce by empowering individuals to thrive in meaningful employment experiences.