

EMPLOYMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES and involves responsibility for contacting employers and placing students with disabilities in various work situations. An employee in this class is responsible for assisting program participants in formulating and modifying an employability plan, which may involve remedial education, work experience, specialized skill training, job placement and related screening and supportive services. The work is performed under the general supervision of the Principal of Vocational Education or other administrative staff employee who, as necessary, offers guidance and instruction on individual problem cases and reviews their progress. Supervision, dependent upon assignment or project, may be exercised over the work of clerical and para-professional assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates employability plans for eligible students, gathering information relating to their prior work experience, education, skills, physical condition, personal characteristics and social background;

Aids students in obtaining supportive services such as transportation and counseling, and otherwise assists participants in classroom or on-the-job training to facilitate their transition to employment;

Provides information to students regarding job opportunities, training or apprentice programs, and vocational education;

Participates in staff meetings and conferences designed to define student employment goals, problems and to evaluate progress;

Prepares a variety of narrative as well as tabular reports, including employability plans and progress reports;

Places students in worksite positions and develops/locates new training sites as necessary;

Trains, schedules and supervises job coaches;

Cooperates with Work Study Coordinator regarding crisis intervention services to students and worksite personnel;

Represents supported employment program, as required, at meetings;

Provides on-the-job training, on-job tasks and related skills;

Ensures that students understand and carry out instructions of employing company;

Completes job analyses and assists in the preparation of employment training plans for students;

Consults with company supervisors to facilitate interaction between supervisory staff and students in regard to adaptations and job structuring;

Provides back-up training services during employment training periods and coordinates transfer of services between employment training and follow-along services;

Complete other duties as assigned by the Principal, Vocation-Technical Education or designee;

Communicates student progress to classroom teacher and parents;

May conduct orientation and/or informal sessions with student groups regarding career opportunities in the community.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of training and educational programs sponsored by the BOCES; working knowledge of concepts of the cultural, environmental and personal factors influencing the lives of program clientele; working knowledge of interviewing practices and techniques; working knowledge of community organizations and human service agencies; working knowledge of sources of job placement; working knowledge of Federal, State and local employment rules and regulations, and ability to apply the knowledge in the performance of duties; ability to evaluate clients' vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with clients, employers and training agencies; ability to prepare as well as interpret, narrative and tabular reports; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in social or behavioral science, human services or resources, education, vocational rehabilitation, educational rehabilitation or a closely related field **AND** two (2) years of employment placement experience working with persons with disabilities; **OR**
- (B) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university **AND** four (4) years experience, as described in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.