



TITLE	CLASSIFICATION	SALARY GRADE
EMPLOYMENT SERVICES ADVISOR, COLLEGE TO CAREER PROGRAM	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general direction, coordinate activities to support job placement and continued employment for students with intellectual disabilities participating in the College to Career (C2C) Program with the California Department of Rehabilitation (DOR); serve as an advocate and employment coach for students.

SCOPE:

The Employment Services Advisor, College to Career Program performs activities designed to assist students with intellectual disabilities in obtaining employment. Conducts outreach to employers, makes arrangements for On-The-Job Training (OJT), coordinates incentive funds and employer tax credits, and offers job skills coaching. This classification works in collaboration with the California Department of Rehabilitation (DOR), the Disability Resources Department, and other District and community program staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Advocates for students with intellectual disabilities and informs them of their rights, responsibilities and disability disclosures and accommodations in the workplace; serves as a liaison to students, District, community, county agencies, and employers.
2. Advises students with disabilities on job search techniques and supports students throughout job search and interview process; provides post-employment services to students and employers.
3. Collaborates with DOR Counselors to assist students with achieving goals; participates on case management team to support student success in achieving educational and career goals; provides direct referrals to outside agencies and District resources.
4. Works with students, community agencies and employers to identify reasonable accommodations to employment barriers; assesses student career goals and evaluates job readiness; collaborates with District, community and county agencies to support students; refers C2C students to employers.
5. Researches and maintains database of employment opportunities; establishes relationships with area-wide business and industry to identify career ladder information; contacts employers to develop employment opportunities for students with disabilities.
6. Ensures that C2C program data is properly maintained and reported; monitors and records student progress; assists in developing program procedures and evaluating program effectiveness; maintains student case information, employment and wage data.
7. Ensures compliance with Federal, State, county and District regulations for staff, students, community partners and employers; develops and maintains resources and forms for employers, students and staff.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).

KEY DUTIES AND RESPONSIBILITIES – Continued:

9. Develops and implements marketing and outreach strategies and materials; may contribute to department web page; gives presentations and serves as a resource person.
10. May supervise and train student and short-term, non-continuing employees.

ABILITY TO:

Work effectively with individuals with disabilities; develop and implement projects to meet program objectives; communicate effectively in English; establish and maintain collaborative working relationships with members of a diverse community, including employers, students, faculty and staff, and state and local government agencies; work independently with minimal supervision; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Federal and State labor laws and regulations relevant to persons with disabilities including: Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs; job development and placement strategies; labor market information; employer support strategies; job coaching, case management and interviewing techniques; college community-based organizations and resources; student needs assessment tools; standard office productivity software and specialized systems.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree.

Experience:

Previous (less than one year of full-time equivalent experience) experience working directly with persons with disabilities. Previous experience in job development services.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area community organizations. Ability to lift up to 50 lbs. unassisted.