

**TITLE: Employment Services Advisor, College to Career Program**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, establishes and maintains relationships with employers and community organizations to develop job opportunities and support continued employment for students with disabilities. Conducts outreach to employers, arranges for on-the-job training (OJT), coordinates incentive funds and employer tax credits, and offers job skills coaching and advising to students. Posts job opportunities and tracks placement data. Serves as a lead worker to other classified employees.

**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 disabilities and informs them of their rights, responsibilities, and disability disclosures and accommodations in the workplace. Serves as a liaison to students, the District and community, county agencies, and employers.
2. Initiates and maintains personal contacts with business and industry representatives to set up recruitment profiles. Schedules and visits potential and existing employers to identify and develop job positions for students. Promotes Santa Rosa Junior College's programs and resources.
3. Advises students with disabilities on job search techniques and supports students throughout the job search and interview process. Provides post-employment services to students and employers.
4. Collaborates with Department of Rehabilitation (DOR) counselors to assist students with achieving goals. Participates on case management teams that support student success in achieving educational and career goals. Provides direct referrals to external agencies and District resources. 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.
5. Maintains currency with industry trends. Updates labor market information by researching online resources, maintaining contacts with regional community colleges, and networking with professional/community organizations that are involved in job placement/training activities. Researches and maintains database of employment opportunities.
6. Ensures that College to Career (C2C) program data is properly maintained and reported. Monitors and records student progress and assists in developing program procedures and evaluating program effectiveness. Maintains student case information, employment, and wage data.
7. Works collaboratively with faculty and staff to coordinate and facilitate recruitment days, employer panels, and targeted job fairs.
8. Advises faculty and administration of employment trends and the needs and concerns of the local business community.
9. Develops and implements marketing and outreach strategies and materials.

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### **KNOWLEDGE OF:**

1. Federal and state labor laws and regulations relevant to persons with disabilities and federally funded programs, including the Americans with Disabilities Act, Equal Opportunity Employment, and other applicable government rights laws.
2. Job development and placement strategies.
3. Labor market information.
4. Employer support strategies.
5. Job coaching, case management and interviewing techniques.
6. Community-based organizations and resources.
7. Student needs assessment tools.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Provide support to individuals with disabilities.
2. Develop and implement projects to meet program objectives.
3. Work independently with minimal supervision.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in psychology, business, rehabilitation, or a closely related field of study required.

### **EXPERIENCE:**

3+ years of experience working directly with persons with disabilities required.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*