

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Pathways Career Development Specialist PARC

Pay Table: PARC

Pay Grade: 11

FLSA Status: TBD

Job Code: 819

Reports to: Program Manager

JOB SUMMARY

A Pathways Career Development Specialist assists a program manager in carrying out the functions and responsibilities of the Pathways to Careers Initiative to provide opportunities for a more fully informed choice, expand employment and drive statewide systems change in Utah for individuals with intellectual and developmental disabilities.

ESSENTIAL JOB FUNCTIONS

- Surveys local business and business data and statistics to assist with identification of possible employer career partners for initiative
- Develops relationships with employer career partners, presents initiative plan overview and Pathways portfolio, identifies each company's labor needs, corporate culture and workforce expectations, and solicits employer participation in the sixteen career clusters for the initiative.
- Serves as a liaison between employer career partners and initiative staff.
- Works with employers to identify the jobs that can become part of the work rotation options provided to initiative participants. Develops and completes onsite job analysis prior to the onset of the internships.
- Works with Pathways team to identify appropriate candidates for internships and employment. Coordinates setting up Internships with employer career partners.
- Arranges for collection of employer-related data for initiative evaluation, including after-hire EPTA data.
- Maintains accurate records for employer career partners and organizational needs.
- Develops and maintains positive interpersonal relationships.
- Contributes to initiative's strategic plan and outcomes.
- Provides intern supports as assigned.
- Provides forms training for Pathways Team Members.
- Presents Pathways to Careers presentation to potential partners.
- Attends Pathways meetings and offers ideas about partnerships that would match individual needs, abilities and strengths.
- Assists when needed for PARC events, such as open houses, fundraisers, etc.

- Drives personal vehicle to employer partners and prospective employer career partner sites and transports interns when assigned.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- A minimum of two (2) years of experience in the Pathways to Careers Initiative is preferred.
- CPR and MANDT or SOAR certifications.
- Valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with vocational rehabilitation field and the employment of people with disabilities.
- Ability to perform administrative functions such as organizing and completing paperwork, gathering and tracking data, reading and understanding technical documents.
- Knowledge of and ability to use related software applications such as presentations, word processing, desktop publishing, and spreadsheets.
- Ability to work independently and as part of a team.
- Strong commitment to customer service.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, feeling, fingering, grasping, hearing, mental acuity, repetitive motion, speaking, standing, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.