Adams12 Five Star Schools

Job Description

Job Title:	**SWAP Employment Specialist**	Job Code:	**6000**
Job Family:	**Non-Certified**	FLSA Status:	**Non-Exempt**
Pay Program:	**Administrative**	Pay Range:	**L04**
Prepared/Revised Date:	**September 2024**	Typical Work Year:	**12 months**

SUMMARY: Responsible for providing, obtaining, and coordinating services that result in career readiness and/or successful employment for youth (ages 15-24) with mild to moderate disabilities. Specific duties include scheduling and delivering high-quality work readiness, self-advocacy, career exploration, and post-secondary exploration to current students. In addition, SWAP Employment Specialist provides job-seeking skills training, job placement, work adjustment, and job coaching services to participating students/youth. Manage annual caseload in excess of 50 students/youth at varying activity levels as determined by the SWAP Coordinator, ensuring high-quality coordination of available resources to further students'/youth's employment/vocational/career goals. Assist the Colorado Division of Vocational Rehabilitation (DVR) in identifying and providing short-term training services when appropriate; acquiring documentation to determine eligibility with DVR; providing vocational assessment services; and developing reports.

NOTE: This is a grant position and duration is contingent upon continued funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Identify and provide direct case management for students; guide and counsel students in career, personal, and social development.	D	25%
2. Teach job seeking skills such as job search, resume development and interview skills, and guide students during job seeking activities.	D	15%
3. Provide job coaching and job retention skills to students.	D	15%
4. Assist Colorado Division of Vocational Rehabilitation (DVR) in identifying and providing short-term training services when appropriate. Meet with special education staff to determine appropriate referrals.	D	10%
5. Model and teach self-determination, empowerment and advocacy skills to students.	D	5%
6. Provide one year of follow-along services after students' cases are successfully closed.	W	5%
7. Intervene on students' behalf at any time during the employment process as needed.	W	5%
8. Acquire necessary documentation to determine eligibility with Colorado Division of Vocational Rehabilitation (DVR).	M	5%
9. Provide vocational assessment services to students to determine appropriate career goals.	M	5%
10. Develop reports to document service delivery, progress toward objectives and attainment of goals.	W	5%
11. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Associates Degree or equivalent preferred
- Minimum of one year of experience working with adolescents and/or young adults with disabilities or in a rehabilitation-related field preferred.
- Experience in the areas of secondary education, vocational rehabilitation or career development preferred.
- Experience in public relations preferred.
- Experience with job development and support needs preferred.
- Knowledge of agencies and community services for individuals with disabilities preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid driver's license and ability to frequently travel among district and outside locations.
- Obtain a Non-CDL Small Vehicle Route operator's license within 30 days after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office and Google Suite.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	SWAP Coordinator	6005

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for maintaining the safety and welfare of students under his/her supervision.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist with developing grant proposals.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	