POSITION TITLE: **STUDENT SUPPORT SERVICES SPECIALIST** (Adult Education)

DEFINITION: Under the direction of the Director of Adult Education or designee, and in collaboration with the Adults with Disabilities Coordinator, the Student Support Services Specialist will provide individual support and resources for adults with disabilities (including, but not limited to adults with acquired brain injury) and their families/caregivers.

EXAMPLES OF DUTIES:

- Work collaboratively with the Adult Education staff and develop collaborative relationships with outside agencies and service providers.
- Identify and make referrals to services outside of the adult education program.
- Provide individual support to students that may include volunteer job placement and coaching; setting up support systems for housing and independent living; and individual/group travel and other training to access resources/services.
- Develop resources, assist caregivers in accessing programs and resources, and provide general support for caregivers/families as needed (referrals, caregiver resource group, etc.).
- Serve as liaison between caregivers of students with disabilities and the adult education program (when given written permission by the adult student), communicating student/caregiver concerns, student goals and progress, etc.
- Make home visits to students/caregivers as needed.
- Develop and prepare service plans, progress notes and reports.
- Conduct outreach to individuals in the community with acquired brain injury and other disabilities. Serve as a resource for local community events related to the program.
- Attend job-related meetings and activities specified by the Director or designee.
- Other duties as assigned by the Superintendent or designee.

DESIRABLE QUALIFICATIONS:

Training and Experience:

- Bachelor's degree in related area required.
- Must have at least 2 years experience working with adults with disabilities.
- Licensed Occupational Therapist, Licensed Speech Therapist or Licensed Clinical Social Worker preferred.
- Possession of a valid California driver's license and reliable transportation with proof of insurance required.

Knowledge of:

- Local resources and agencies available to adults with disabilities, including adults with acquired brain injury.
- Collaborative methods for working with staff, students, families/caregivers, and the outside agencies.
- Family dynamics
- The needs and challenges of adults with disabilities, including acquired brain injury, and their caregivers.