



Disability Resource Coordinator - Full-time

Full Job Description:

Essential duties and responsibilities may include, but are not limited to:

- Assist in identifying and leveraging disability-related resources and partners to support collaboration on career pathway efforts.
- Advise the public workforce system on how to effectively promote the participation of individuals with disabilities in career pathways systems and programs.
- Coordinate with career pathway programs' direct service delivery staff, including career coaches.
- Assist career center staff, community colleges, businesses, and other partner training (e.g., on such topics as Ticket to Work as a potential source for training funds, accommodations, assistive technology, discovery process, or assessments);
- Assist the recruitment of individuals with disabilities to participate in career pathways programs and to utilize career center services.
- Help Ticket Holders to participate in career pathways programs.
- Help ensure that job seekers with disabilities access all the different programs and services they need, including career and training services offered through the AJCs to participate in existing career pathways programs; and
- Facilitate an effective approach to leverage resources needed for individuals with disabilities to fully participate in existing career pathway programs and to achieve their employment goals.
- Engage stakeholders from multiple service delivery systems to enhance career pathways outcomes.
- Coordinate career pathways services across disability-focused and generic agencies through integrated resource teams (IRTs).
- Engage employers to increase awareness about the low cost of accommodations, make the business case for hiring individuals with disabilities, and provide work-based experiences and mentoring.
- Ensure local career centers are fully accessible for persons with disabilities. In addition to working with the disability community and partners in recruiting individuals to the career centers, the DRC also works to ensure the delivery of services is seamless by addressing physical, communication, and programmatic access issues.
- Assist the Equal Opportunity Officers (EOO) around the career centers physical, communication, and programmatic accessibility

Required knowledge, skills, and abilities:

- Excellent customer services skills and ability to work with people of different backgrounds ·
Strong computer skills
- Strong organizational and time management skills
- Strong verbal communication and public speaking skills

Education and Experience

- Bachelor's Degree
- 2-3 years' experience in a similar role

3-year grant funded position

Equal Opportunity Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Job Type: Full-time

Pay: \$50,000.00 per year

Benefits:

- Health insurance
- Paid time off

Schedule:

- Monday to Friday

Work Location: Multiple Locations