

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISABILITY SUPPORT SERVICES (DSS) - WORKABILITY III COORDINATOR

SUMMARY DESCRIPTION

Under the direction and leadership of the Director of Disability Support Services, the Disability Support Services (DSS)/WorkAbility III Coordinator coordinates the WorkAbility III program, providing specialized career counseling, vocational planning, and job placement for students with disabilities enrolled in college and continuing education programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Coordinate the WorkAbility III Program for specialized career counseling, vocational planning and job placement for students with disabilities enrolled in the college and continuing education programs. Coordinator will be responsible for coordination of campus employment/work experience services to ensure student access and liaison with Department of Rehabilitation counselors regarding student progress.

- Conduct initial intake interviews for the WorkAbility III program.
- Collect and analyze verification documentation and authorization of WorkAbility III Services.
- Collaborate with Department of Rehabilitation and Disability Support Services personnel to assist students in pursuit of their vocational goals.
- Consult with students regarding their vocational plan, appraise skills and interests, coordinate with existing vocational services organizations.
- Coordinate referrals with the Department of Rehabilitation.
- Assist in the monitoring of program activities.
- Prepare student activity reports.

KNOWLEDGE AND ABILITIES

Knowledge of:

Working with students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

Experience providing career counseling to students with disabilities at a postsecondary level.

Knowledge of a wide range of disabilities and associated characteristics.

Effective oral and written communication, including strong organizational skills.

Experience facilitating successful transition from education to permanent employment.

Experience identifying campus and community resources to prepare students for employment.

Experience valuating student skills and interests and identifying appropriate career goals.

Knowledge and use of ASL (American Sign Language) desirable.

Counseling principals, practices, and techniques.

Principles and procedures of record keeping and report preparation.

Modern office procedures, methods, and equipment including computers and applicable software.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Ability to:

Provide a full range of career and personal counseling services to a diverse student population.

Assist in the development, administration, and implementation of career goals and plans.
Exercise critical and independent judgment.
Maintain accurate and complete records and prepare clear and concise reports.
Work successfully with Department of Rehabilitation and District administrators and staff.
Effectively utilize applicable computer software applications.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of students.
Communicate clearly and concisely.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Minimum qualifications for the DSS WorkAbility III Coordinator can be satisfied by meeting one of the following requirements:

Possession of: A Master's Degree in Rehabilitation Counseling; OR a Master's Degree in Special Education and twenty-four or more semester units in upper division or graduate level coursework in counseling, guidance, student personnel, psychology, or social work; OR a Master's Degree in Counseling, Guidance, Student Personnel, Psychology, Career Development, or Social Welfare AND either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities or two years of full-time experience in one or more of the following: (a) counseling or guidance for students with disabilities; (b) counseling and/or guidance in industry, government public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities; OR a valid California Community College Credential in Disabled Students Programs and Services Counselor.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction to exchange information in person or on the telephone and to conduct presentations.

December, 2013
Human Resources