

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **WORK EXPERIENCE SPECIALIST**

#### **DEFINITION**

Under direction, to coordinate, oversee and facilitate the placement of students and young adults with developing pre-employment and on-the-job workplace skills. Serve as a liaison between the County Office, students, families, employers and outside agencies regarding employment services, job opportunities and placement. Develop employment opportunities within the community. Assist students and young adults with obtaining and retaining employment. Monitor and evaluate work performance. Implement paid part-time or full-time job positions through program grants and other funding sources.

#### **SUPERVISION EXERCISED**

Exercise no supervision over County Office staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Screen and interview young adults or students with varied disabilities or behavior problems to assess occupational potential and training needs.

Confer with young adults or with students' instructors regarding occupational potential and training needs.

Screen and prepare young adults or students for work placement in community businesses.

Gather, organize, develop and utilize career opportunity methods and information.

Meet with community business representatives to delineate the program, the students and their training needs.

Provide counseling and training to community businesses in working with students with disabilities.

Instruct young adults and students in pre-employment and work maturity skills; provide counseling and training for young adults and students in job-seeking skills.

Develop and implement Mobility Plans to train students in the use of public transportation.

Monitor and evaluate young adults and students on the job; plan and coordinate performance evaluations.

Counsel parents, care providers and employers in relation to young adult or student job adjustment.

Participate in problem solving with students, employers and teachers.

Gather, organize, develop and utilize career opportunity information for young adults or students.

Process monthly payroll time sheets as a basis for payroll.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Attend IEP/ITP meetings to recommend and write student's vocational goals based on assessment data; assist with implementing ITP goals.

Attend Workability and SARC Program meetings and trainings.

Prepare and submit referrals to supporting agencies including Department of Rehabilitation, San Andreas Regional Center, Jobs Now and Mental Health.

Check students's files for vocational and educational evaluations.

Prepare and maintain accurate and complete records; prepare clear and concise reports including, but not limited to, activity reports required for the Workability Program.

Prepare and submit grant applications on an as-needed basis. Oversee research grant opportunities committee.

May issue, sign and maintain work permits for assigned students.

Motivate and help students with research and applications for admission to technical programs and higher-level-education.

Develop and maintain a community business file of employment opportunities for students with disabilities.

Maintain records for legal and grant evaluation purposes; assist with end of year project reporting process for state funding requirements.

Drive students to interviews and possible job leads.

Assist students with arranging transportation to and from job sites.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Labor market needs in relation to young adults, students with disabilities or students with behavior challenges.

Techniques of job development, employment counseling and job coaching.

Methods of interviewing and placement.

College and vocational training programs.

English usage, spelling, vocabulary, grammar and punctuation.

Methods and techniques of conflict resolution.

**Knowledge of (continued):**

Modern office practices, methods, computer equipment and software.

Principles of data collection and/or record keeping and report preparation.

Safe driving principles and practices.

**Skill and Ability to:**

Assist students with developing on-the-job workplace skills.

Identify and evaluate students' interests, needs and abilities.

Monitor and assess students' progress.

Maintain records and prepare reports.

Compile, prepare, duplicate and distribute required employment documents.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Relate to students with varied disabilities or behavior challenges.

Interact effectively and sensitively with individuals from diverse backgrounds.

Deal constructively with conflict.

Work under limited supervision within a framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge of skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in counseling, psychology or child development.

**Experience:**

Two years of experience working with young adults or with students with disabilities.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIREMENTS**

*The physical demands described here 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. Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, stoop, climb and lift 25 pounds.

Ability to travel to different sites and locations in personal automobile.

Ability to work in a standard office and exposure to outdoor work environment.

**Approval Date:** June 1994

**Revised Date:** June 2017

**Revised Date:** June 2021

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