CLASS TITLE: WORKABILITY JOB SPECIALIST

BASIC FUNCTION:
Provide pre-employment services to special education or at-risk students, resulting in paid employment placements. Needs to have flexible availability including some time during regular school hours for in-class work.

REPRESENTATIVE DUTIES:
Conduct intake meetings with students to solicit participation; E

Interview interested students; E

Communicate with parents regarding the program and student progress as needed; E

Conduct career/vocational assessments to determine interests and aptitudes; E

Provide a limited number of pre-employment skills groups to students, during or after school; E

Assist students in finding jobs in the community; E

Provide follow-up to students and employers when students are working in the community; E

Enter and maintain student data in WorkAbility database; E

Fulfill yearly project outcomes; E and

Attend two 1 ½ hour mandatory WAP meetings at the SELPA office in Camarillo. E

MINIMUM QUALIFICATIONS:
High School Diploma;
Advanced skills with Excel and Internet;
Experience with job development desired;
Experience with career/vocational assessment desired; and
Experience working with youth with disabilities.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Inside and outside environmental conditions;
Visits to classrooms and program sites;
Subject to driving to sites to conduct work; and

REVISED June 2016
Will be required to use personal vehicle in the course of employment.

PHYSICAL ABILITY:
Walking, speaking, and hearing to exchange and present information;
Seeing to audit documents; and
Dexterity of hands and fingers to operate a computer keyboard and to drive.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.