

Vocational Specialist

Position summary:

Designs and Implements Vocational Training Program. Provides On-the-Job Training and Pre-Employment Training to Vocational Rehabilitation clients. Provides program management for Center-based VR clients and coordinates program planning and career counseling to ensure the client achieves the maximum level of independence.

Qualifications:

- Bachelor's Degree in Social Work, Human Services or related field is preferred. Other combinations of work and life experience may be considered in lieu of college degree on a 2:1 ratio (two years of experience equals one year of academic training) and at a minimum High School diploma/G.E.D. is required.
- At least one-year computer/technology experience and one-year experience working with adults w/disabilities in a training program preferred.

Essential Duties:

- Coordinates program planning and career counseling to ensure the client achieves the maximum level of independence.
- Provides job placement and coaching to selected clients. Provides On-the-Job Training and Pre-Employment Training to Vocational Rehabilitation clients in the computer training setting as needed.
- Serves as a liaison between the agency and Vocational Rehabilitation to maximize referrals for all services provided by agency to include Vocational Evaluations/Assessments, Employment Services/Supported Employment, On-the-Job training, Pre-Employment Training and Job Coaching.
- Track progress of individuals in program.