

Job Title: **SWAP Employment Specialist**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **February 2014**

Job Code: **6000**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **L03**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for providing, obtaining and coordinating services that result in successful employment for youth (ages 16 to 25) with mild to moderate disabilities exiting the school system. Specific duties include developing jobs and conducting placement activities; teaching job, empowerment and life skills; providing follow-along services after students' cases are closed; intervening on students' behalf needed; assisting Colorado Division of Vocational Rehabilitation (DVR) in identifying and providing short-term training services when appropriate; acquiring documentation to determine eligibility with DVR; providing vocational assessment services; and developing reports.

NOTE: This is a grant position and duration is contingent upon continued funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Develop jobs and conduct placement activities that result in career-oriented jobs.	D	25%
2. Teach job seeking skills such as job search, resume development and interview skills, and guide students during job seeking activities.	D	15%
3. Provide job coaching and job retention skills to students.	D	15%
4. Model and teach self-determination, empowerment and advocacy skills to students.	D	5%
5. Provide one year of follow-along services after students' cases are successfully closed.	W	5%
6. Intervene on students' behalf at any time during the employment process as needed.	W	5%
7. Assist Colorado Division of Vocational Rehabilitation (DVR) in identifying and providing short-term training services when appropriate. Meet with special education staff to determine appropriate referrals.	M	10%
8. Acquire necessary documentation to determine eligibility with Colorado Division of Vocational Rehabilitation (DVR).	M	5%
9. Provide vocational assessment services to students to determine appropriate career goals.	M	5%
10. Develop reports to document service delivery, progress toward objectives and attainment of goals.	W	5%
11. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of one year of experience working with adolescents and/or young adults with disabilities or in a rehabilitation-related field.
- Experience in the areas of secondary education, vocational rehabilitation or career development preferred.
- Experience in public relations preferred.
- Experience with job development and support needs preferred.
- Knowledge of agencies and community services for individuals with disabilities preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to frequently travel among district and outside locations.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	SWAP Coordinator	6005

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for maintaining the safety and welfare of students under his/her supervision.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Assist with developing grant proposals.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand	X			
Walk	X			
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	