

**Southern Tier Independence Center, Inc.**  
**Job Description**

**Job Title:** Community Employment Specialist  
**Hours:** Non-exempt, full-time 35 hours per week

**Experience and Qualifications:**

*Minimum qualifications:* Master's degree in special education, vocational rehabilitation, psychology, school psychology, reading or speech and language or Bachelor's degree in special education, psychology, school psychology, reading or speech and language and a Master's degree in education; and at least five years of direct teaching or provision of services with, or providing training on, technical assistance relating to transition-age students with disabilities in schools and/or community service agencies.

**Responsibilities:**

The RVR-CES will serve a unique role to ensure that school district personnel and committees on special education (CSE) have the knowledge, information and procedures in place to appropriately and timely identify youth for referral who are in their last two years of high school and who may be eligible for VR services through ACCES-VR or the NYS Commission for the Blind; to assist school district personnel and CSEs to understand the VR system and other services available through Independent Living Centers, Office of Persons with Developmental Disabilities (OPWDD), Office of Mental Health (OMH), Social Security Administration (SSA) and community support services; and to inform districts of VR approved community work and employment experiences that may be provided as activities to help students with disabilities meet their post-school employment goals.

**Position Period:** 12 month position

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**Essential Functions:**

- 1) Work within the parameters of the RVR-CES regional work plan; to be updated annually.
- 2) Provide consultation, technical assistance and training to individuals or groups of school district personnel and, periodically, to regional CSE chairperson groups, on: the criteria and referral process for State VR services; services available from Independent Living Centers; community-based organizations and post-secondary employment available through other State agency systems.
- 3) Participate in ACCES-VR directed professional development, which will minimally include three two-day meetings in each year of the contract term in Albany and quarterly meetings with the ACCES-VR district offices within their respective regions.
- 4) Work collaboratively in interagency community groups facilitated by the RSE-TASC Transition Specialists. Both the RVR-CES and the Transition Specialists will review available special education and VR program data to guide collaborative efforts.
- 5) Provide information sessions to schools on the VR referral process and other post school service and support options.
- 6) Provide consultative and technical assistance to schools on how to engage community providers to expand their employment experience programs for youth to meet local and regional needs.

7) Track and report progress on work plan activities/deliverables and provide individual quarterly reports to the ACCES-VR District Offices located in their respective region.

Specific deliverables, performance measures, and procedures for monitoring the contract will be developed to evaluate the effectiveness of this initiative and outcomes related to post-school education and employment outcomes for youth.

**Physical and Environmental Requirements:**

- Sitting at the computer
- Extensive reading and researching relevant topics
- Valid Driver's License
- Extensive travel throughout service area. Reliable vehicle a must. Travel to Albany or other regional or state level meetings or functions requiring overnight stays.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition, carrier status or criminal record.