

REGIONAL CENTER OF THE EAST BAY

Job Description

POSITION TITLE: Employment Specialist

SALARY RANGE: \$2,366.55 - \$3,171.41 Bi-weekly
\$61,530.30 - \$82,456.66 Annual

REPORTS TO: Director, Consumer Services

LOCATION: San Leandro

DUTIES: Under general direction, this position serves as the primary source of information, development and training for RCEB case management staff and community on all things related to competitive employment for individuals with developmental disabilities.

1. Promotes the State of California's Employment First legislation and Workforce Innovation and Opportunity Act (WIOA). Facilitates relationships with community partners to improve competitive employment opportunities and outcomes for individuals with developmental disabilities.
2. Serves as RCEB Liaison to the Department of Rehabilitation. Establishes and maintains ongoing communication with other employment entities including but not limited to Special Education Local Plan Area (SELPA) transition teams, ARCA Employment Committee, DDS Employment Section, Workforce Centers and RCEB service providers.
3. Serves as the employment subject matter expert through gathering information, acquiring and maintaining an employment knowledge base while keeping up with current trends and best practices.
4. Using a person centered approach, develops tools and provides training to Case Managers and Supervisors to interact with the ID Team and service providers with IPP driven methods that will result in competitive integrated employment outcomes and informed choices for individuals.
5. Works collaboratively with Senior Resource Specialists in the development of work-focused services and supports.
6. Perform administrative duties such as statistical surveys and other data collection for RCEB performance contract purposes, DDS reporting and agency needs.
7. Researches Internet, newspapers, agencies, and other resources for job leads; keeps updated regarding job fairs and Internet resources; researches various resume programs and disseminates information to staff. Participates in outreach and recruitment activities by coordinating and attending job fairs
8. Perform with a high degree of independence in accomplishing above listed functions and complete special assignments or other duties as deemed necessary.
9. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's degree in Rehabilitation Counseling, Social Work, Education or related services field. A minimum of four years of experience providing case management services to adults with disabilities and/or coordinating supported employment for individuals with disabilities.

OR

Bachelor's degree in Rehabilitation Counseling, Social Work, Education or related services field, and a minimum of six years providing case management services to adults with disabilities or coordinating supported employment services for individuals with disabilities.

2. Knowledge of Title 17 as it relates to Supported Employment Services valuable.
3. Ability to communicate clearly and concisely in both verbal and written form.
4. Excellent organization and the ability to conduct presentations and training to service providers, community partners and internal staff.
5. Ability to analyze data and utilize computer software including but not limited to Powerpoint and Excel.
6. Ability to formulate and implement project goals and objectives within timelines.
7. Automobile and valid driver's license.

11/2016