

DATE: October 20, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Sharon Williams, Director Office of Employment & Training
535 Boices Lane, Kingston, NY 12401

JOB VACANCY: Disability Resource Coordinator / Full-Time / Permanent/Provisional / Benefited

LOCATION: 535 Boices Lane

SALARY: \$29.28 /Hour (Grade 13)

FILL DATE: November 10, 2025



DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of tasks in the Office of Employment and Training related to addressing the employment needs of people with disabilities. The Disability Resource Coordinator (DRC) plays a critical role in addressing the employment needs of people with disabilities within Ulster County's workforce development system and is housed within the Ulster County Office of Employment and Training (OET) and Career Center. The incumbent is responsible for providing case management and direct services to job seekers with disabilities while also focusing on systems change, capacity building, and sustainability efforts to improve employment outcomes and inclusion of individuals with disabilities across the workforce system. The position is under the general supervision of the OET Deputy Director, with some flexibility for exercising independent judgment. Supervision is not normally a function of this class but may be exercised over clerical personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal and State regulations dealing with disability employment issues; good knowledge of the operation of an Employment and Training partnership program; good knowledge of job search processes, resume development, interviewing skills, and career readiness strategies; working knowledge of Federal Social Security programs which provide services to people with disabilities; working knowledge of digital literacy and ability to conduct remote services; ability to collect, organize, and interpret data relating to Employment and Training programs; ability to establish and maintain effective working relationships with clients, private and governmental agencies; ability to develop jobs and network with prospective employers; ability to express oneself clearly both orally and in writing; ability to understand oral and written directions; patience; initiative; empathy; resourcefulness; honesty; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree and one (1) year of full-time paid, or its part-time equivalent experience in educational or training assessment, job development planning, employment counseling, or teaching experience developing alternate education resources; **OR**
- B. Possession of an Associate's degree and three (3) years of full-time paid, or its part-time equivalent experience in educational or training assessment, job development planning, employment counseling or teaching experience developing alternate education resources; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: Incumbents must obtain a recognized Work Incentive Counseling and Benefits Advisement credential within six (6) months of hire. Acceptable certification programs include those offered by Yang-Tan Institute at Cornell University or Virginia Commonwealth University. Once obtained, certification must be maintained throughout employment.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.