

DISABILITY RESOURCE COORDINATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a three (3) month traineeship in the Office of Employment and Training designed to provide the essential knowledges and skills necessary for carrying out duties related to the performance of a variety of tasks which address the employment needs of people with disabilities. Trainees are provided instruction and work experience in providing case management services for clients with disabilities who are seeking training and employment opportunities through the One-Stop Career Center and the Ulster County Office of Employment and Training (OET). The incumbent trains in and serves as a resource person to clientele with disabilities by participating in conducting initial interviews, verifying the eligibility of participants in various training and employment opportunities, and navigating the complex provisions of the various governmental and non-governmental programs to increase their employment potential and to foster and support self-sufficiency. When the training period is successfully completed, the incumbent is automatically appointed to Disability Resource Coordinator. Work is performed under the general supervision of a higher-level employee with increased responsibilities assigned as ability and experience progresses. Supervision is not normally a function of this class, but may be exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Trains in and interviews clients with disabilities to determine current transferable skills or job readiness problems;

Trains in and serves as a resource to clientele with disabilities and to the workforce investment staff by being expert in the provisions of the Workforce Innovation and Opportunity Act (WIOA) as it relates to workers with disabilities attaining or retaining employment;

Participates in and reviews client applications to determine eligibility for WIOA job training or skill development programs;

Trains in and acts as a client advocate to people with disabilities by assisting in the navigation of the various One-Stop partner programs, services of the Social Security Administration (SSA) and the Department of Labor/Employment and Training Administration (DOL/ETA);

Trains in and conducts career counseling with clients including skills assessment, career exploration, training opportunities and the benefit of developing job search, resume-writing and interviewing skills;

Assists in investigating training opportunities for clients to match job-ready participants to available or potential jobs;

Trains in and assists workers with disabilities to transition into meaningful employment by developing linkages and collaborating with employers in the public or private sector;

Trains in and acts as client advocate by interacting with service agencies related to disability training and accessibility issues, assuring that each client is receiving the level of benefits, services and support necessary;

Participates in maintaining a database of clients with disabilities to enhance effective case management;

Trains in and acts as advocate for people with disabilities by assisting in training or making training available to the One-Stop Center staff on etiquette, communication problems, non-discrimination complaint procedures (WIOA Section 188) and disability access issues;

Learns and assists in training One-Stop staff on the activities, services and resources available to clients with disabilities through the auspices and programs of the One-Stop partner agencies, SSA and DOL;

Assists in preparing a variety of records and reports;

May assist in the monitoring of training programs for client with disabilities to ensure that funds are allocated appropriately, and that the mandated parameters of the programs are adhered to;

May supervise and coordinate efforts of part-time employees assigned to OET through other partner agencies to offer One-Stop services to people with disabilities;

May represent OET and One-Stop agencies at various functions, job fairs and meetings by explaining available services.

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; working knowledge of Federal Social Security programs which provide services to people with disabilities; 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. Graduation from a regionally accredited or New York State registered college or university with 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 or teaching experience developing alternate education resources; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with 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 or teaching experience developing alternate education resources; **OR**

C. An equivalent combination of training and experience as indicated in A and B above.

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

ULSTER COUNTY
2737 DS RS CD T
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: October 8, 2020