



Youth Transition and Employment Specialist

GENERAL DESCRIPTION: The Youth Transition and Employment Specialist's role is to assist students in many facets: 1. Job exploration counseling; providing seminars, workshops and career interest inventories. 2. Workplace Readiness trainings: develop work skills including resume writing, interview skills and professionalism, 3. Work-based Learning Experiences including job shadowing, volunteer opportunities and internships 4. Counseling on Post-secondary Education or Training by reviewing options including work, academic or vocational programs and 5. Self-advocacy and Peer mentoring by developing individual advocacy skills. The position will also be available to students during IEP meetings when applicable.

REQUIREMENTS:

- A Bachelor's Degree or higher; social services; special education, or a related field preferred.
- Knowledge of the IEP and 504(b) process.
- Experience motivating youth populations who have a documented disability to succeed in obtaining and /or maintaining employment after exiting school
- Experience guiding others towards paths that fit their strengths and attributes
- Excellent organizational, communication and mediation skills.
- Ability to use software and various research methods to help in decision making for college choices and career planning.
- Ability to organize and maintain confidential records.
- Ability to serve as a member of the professional learning community to promote an educational climate in which students can grow intellectually and emotionally.
- Comfort working in a fast-paced, and highly adaptable environment.
- Valid Driver's License.
- Public speaking and presentation skills.
- Strong project management skills.
- Possess an unyielding belief that with the appropriate supports, coupled with high expectations, all students can significantly improve their academic and workforce skills, and can develop pro-social and culturally normative behaviors that will enable them to succeed in the workplace, post-secondary education, and beyond.
- As well as pass any background checks required from the High School and a CORI and SORI check for AHS.

DUTIES and RESPONSIBILITIES:

Prepare students with a documented disability (IEP, 504 or medical) for success in college and/or career through goal development, assessment and internship support. Provide developmentally appropriate career and academic advisement guidance activities for Qualifying Pre-ETS students in the program to include career decision-making/planning, economic awareness/exploration, and employability skills. Assist with the effective implementation of the college and career readiness curriculum and learning activities to guide students through post-secondary processes and procedures when applicable. Report and work closely with the TASC Career Specialist in the school identified.

- Provide academic advising, job coaching, and internship support to juniors and seniors.
- Organize work readiness workshops at the school campus for students, parents, and alumni.
- Prepare monthly and quarterly student progress reports as required by Mass Rehab Commission (MRC).
- Submit all necessary reports to Career Specialist Supervisor.
- Build and maintain network of community representatives and contacts.
- Facilitate effective collaboration with both community-and school-based college access partners for post-secondary educational and employment planning and support.
- Attend occasional local and out of state conferences in regard to workforce development to discuss retention data collection, achievement and successes and failures of state programs, as available.
- Establish partnerships with public, private and non-profit business sectors within the Taunton Area to develop internship placements according to transition goals.
- Assist with press releases and grant development in related grants and local fundraising events in the community.