



---

**Empowering people with disabilities to lead independent and inclusive lives.**

**JOB TITLE: Youth Transition Services Specialist**

**JOB DESCRIPTION:**

The Youth Transition Services Specialist is responsible for facilitating school and community-based, one-on-one instruction for students with disabilities from 14 through 21 years using the Pre-Employment Transition Services curriculum through Opportunities for Ohioans with Disabilities (OOD). This full-time position is 30-hours per week through a combination of in-office/remote from home/in schools and/or community. Compensation is \$18/hour with a benefits package including paid holidays.

**JOB RESPONSIBILITIES:**

Provide instruction 1:1 to students who have been referred through OOD and have a need for pre-employment transition services.

Schedule and coordinate Pre-ETS services with parents, teachers and students in Hamilton, Butler, Clermont, and Warren counties.

Adapt/modify the OOD Self-Advocacy and/or Workplace Readiness curriculum to accommodate the individual needs of each student.

Collaborate with OOD and teachers about instruction for each student. Provide services within designated authorization timeline assigned by OOD.

Communicate with parents and teachers in-person, by phone and/or email in a professional and timely manner.

Complete all administrative duties including monthly invoicing; organize, manage, and protect all student information, documentation, and data.

Perform other youth transition duties as assigned by the direct supervisor or Executive Director.

**GOAL:**

Increase independence and opportunities for youth with disabilities to prepare for employment in the community. Students will have an increased awareness of their rights and responsibilities.

**QUALIFICATIONS:**

- B.A. or B.S. in an Education, Special Education or Social Services
- Prior experience in instruction and training for students with disabilities
- Excellent oral and written communication skills; organization and prioritization skills
- Prefer strong knowledge of ADA, IDEA and the IEP and transition process, and independent living philosophy.
- Must have valid driver's license with reliable personal transportation to perform job duties with mileage reimbursement for travel in Southwestern Ohio.

**To Apply:**

If you are a qualified candidate for this position, please submit your resume with a cover-letter stating your qualifications, strengths and experiences by email or fax (no phone calls please).

Center for Independent Living Options, Inc.  
Attn: Director of Programs  
2031 Auburn Avenue · Cincinnati, OH 45219  
Email: [shopkins@ciло.net](mailto:shopkins@ciло.net)

*CILO is an equal opportunity employer committed to hiring people reflecting the diversity of our community. We provide equal employment opportunities to all applicants.*