STUDENT HIREABILITY NAVIGATOR PROGRAM SPECIALIST
JOB DESCRIPTION

JOB SUMMARY: Performs planning, research, consultative, technical and program development work. Work involves assisting in implementing plans, goals, strategies, deliverables, and timelines to meet objectives. Other work involves reporting, and providing consultative and technical services to Workforce Solutions Offices, local Vocational Rehabilitation Offices, school districts, Education Service Centers, community partners, employers other governmental agencies, community organizations and the public. Works under general supervision with latitude for the use of independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Assists in developing and implementing capacity building and systems development, partnering and collaboration, informing and engaging employers;
- In consultation with the local VR offices, identify pre-employment transition services available to students with disabilities;
- Develops a three-year Student HireAbility Navigator Action Plan, establishes program goals, effective and innovative strategies, deliverables, accountable parties and timelines for achieving goals;
- Convene partners, including school districts and Education Service Centers, to discuss successful strategies and services, gaps, and opportunities for collaboration to improve the quality and/or availability of pre-employment transition services to students with disabilities entering employment or post-secondary education;
- Increase community and system awareness of the resources and activities available to students with disabilities;
- Promote the use of career exploration, postsecondary education planning, and work readiness tools;
- Monitor implementation of the program strategies;
- Develop and/or disseminate information and resources to Workforce Solutions Offices, local VR offices, local education agencies, employers, community partners, parents, and students;
- Convene and/or attend workgroups, committees, coalitions, and cross-agency teams to foster system and community coordination of pre-employment transition services and activities for students with disabilities;
- Provide information, training, and technical assistance to Workforce Solutions Offices, local VR offices, school districts, Education Service Centers, community partners, and employers;
- Develop and coordinate events, campaigns, and other activities under Director guidance;
- Provide training and/or resources to increase disability awareness;
- Collaborate with partner agencies to develop work- based learning opportunities, including internships, apprenticeships, summer employment, other employment opportunities;
- Develops and ensures resources and materials are available in accessible formats for students who use screen reader software, screen magnification software, large print, and braille;

- Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce development programs;
- Participate in program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;
- Provides support to policy and advisory groups as assigned; and
- Schedules and attends various meetings and seminars and makes presentations.

OTHER RESPONSIBILITIES:

- Knowledge of: local, state, and federal pre-employment transition services, other employment support programs, services to improve access to employment and training services and increase employment opportunities for students with disabilities in the early phases of preparing for transition to postsecondary education and employment.
- Skill/Ability to: understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for capacity building and systems development; partnering and collaboration; Informing and engaging employers; establish and maintain effective working relationships with vocational rehabilitation offices, school districts, education services centers, workforce solutions, local employers, training institutions, governmental agencies, coworkers, program participants, and the general public; demonstrate proficiency in both oral and written communication. Ability to use Microsoft and other software (PowerPoint, Word, etc.) as needed.

QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university.
- One additional year of full-time qualifying experience may be substituted for each year (30 semester hours) of the required education.
- Four years of full-time work experience; preferred in the fields of education, vocational rehabilitation, workforce development programs, human services programs, or non-profit organizations serving students or persons with disabilities.
- A master's degree from an accredited college or university is desirable and may be substituted for two years of the required qualifying experience.

PHYSICAL DEMANDS:

- Employee is regularly required to sit, walk, or stand for extended periods of time.
- On occasion, the employee will be required to lift/push/ or pull up to 25lbs.

WORK ENVIRONMENT:

- Possesses ability to adapt to inclement weather conditions and /or situations.
- Ability to drive long distances within the South Plains Region

- Noise level in the office environment is moderate.

TRAVEL REQUIREMENTS:

- Ability to travel by air
- Ability to travel for activities such as meetings with customers, other agencies, or any other necessity that requires travel.
- Must be able to provide reliable self-transportation for regional travel and maintain a valid Texas motor vehicle driver's license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background check may be conducted by the agency.

Supervisor Signature and Date

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Executive Director Approval and date   Employee Signature and Date

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Grade/Salary: _____
Supervisor Title: Chief Operating Officer
Exempt: Yes__ No___