

# **Summer Earn and Learn (SEAL) Program Coordinator Job Description**

**Job Summary:** The Summer Earn and Learn (SEAL) Coordinator coordinates the Workforce Solutions South Plains SEAL Program in partnership with Texas Workforce Commission Vocational Rehabilitation Services (VR). The Coordinator will recruit employers for the project and conduct all responsibilities related to the project including conducting site reviews. This is a full-time, temporary, grant funded position. Work under supervision of the Board's Director of Youth Services.

The Summer Earn and Learn (SEAL) Program establishes a mechanism by which pre-employment transition services (Pre-ETS) are provided to students with disabilities, as required under Title IV of the Workforce Innovation and Opportunity Act (WIOA), which modified the Rehabilitation Act of 1973. SEAL is a statewide strategy that includes Work Readiness Training and Paid Work Experience for students with disabilities. It will be offered in each local workforce development area (LWDA) during the summer months, when students are out of school.

SEAL includes basic work-based learning and training services for students with disabilities that provide:

- pre-employment work readiness training and preparation for the work experience placement.
- work experience to help participants gain familiarity with the workplace environment and develop transferable job skills; and
- paid compensation for time worked on the job.

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## **Essential Job Functions:**

- Coordinate the program in partnership with VR staff and as outlined in Board VR Requirements Chapter 1: Summer Earn and Learn.
- Recruit employers to place youth in Work Experience and assign youth to work sites.
- Set up Job Readiness Orientations for VR youth to explain the purpose of the SEAL work experience.
- Conduct an orientation meeting for the participating employers.
- Document and submit all required data related to the program.
- Facilitate the time sheet process with the selected employment agency.
- Monitor participants progress and conduct site reviews of all employment sites.
- Conduct post project meetings with VR, participants, and for employers.
- Conduct post-project surveys for participants and employers.
- Identify points of contact as needed to ensure orderly coordination and communication between the Board and VR staff.
- Coordinate with VR contacts to conduct outreach and recruitment; and

- Develop local processes and strategies to support and facilitate ongoing coordination and communication between the Board, its subcontractors, VR staff, schools, parents, and students.
- Identifying and providing necessary orientation, training and/or disability awareness information for participating Board, contractor, and VR staff. The planning committee may include any other partners in this training, such as local employers.
- Coordinating with local VR contacts to develop local processes for the identification and referral of participants.
- Protecting confidential information, including personally identifiable information, from – at a minimum – unauthorized access and misuse in accordance with Board policies utilizing encryption standards.
- Sharing and exchanging information about the jobs and worksites that are available to the program.
- Addressing any needs or concerns shared by the employers. As needed, the Boards can request assistance from VR staff to address identified employer needs or concerns, including completing a work site analysis to identify and address barriers experienced by an individual with a disability.
- Sharing and exchanging information and documentation about VR participants and potential participants to choose the appropriate SEAL program participants and ensure an appropriate work site match. The committee should discuss any accommodation needs or concerns for the participants.
- Determining a process for handling of participant needs or issues as they arise and how the committee will maintain communication with all parties to ensure awareness of such issues and coordination of efforts to resolve such issues.
- Coordinating with VR staff to ensure information is collected as required for VR case files and federal reporting, and to develop processes for collection and submission of such information; and
- Coordinating with VR staff on a Program Summary Report at the end of the SEAL program.

### **Other Responsibilities**

- Other job assignments as required to facilitate the program.

### **Qualifications:**

- Bachelor's Degree
- Excellent writing abilities, computer skills, and a background in technical writing preferred.
- Ability to work independently with great latitude for independent judgment.
- Ability to present information and respond to inquiries from individuals or groups.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze and interpret government regulations.
- Ability to meet tight deadlines.
- Teaching experience preferred

**Physical Demands:**

- ☐ Regularly required to sit walk or stand for extended periods of time.
- ☐ On occasion, may be required to lift/move/push or pull up to 25 lbs.

**Work Environment**

Must Possess Ability to:

- ☐ Work effectively in an office environment.
- ☐ Adapt to flexible work schedules as established by management.

**Travel Requirements:**

Must Possess Ability to:

- ☐ Provide reliable self-transportation for regional travel and maintain a valid Texas 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 checks may be conducted by the agency.

Open until February 3, 2023

Information available at [www.workintexas.com](http://www.workintexas.com), Job Order #15773060

To apply: email resume and cover letter to [rocky.brown@spworkforce.org](mailto:rocky.brown@spworkforce.org)

Executive Director Approval and Date

Employee Signature and Date

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Supervisor Title: Chief Executive Officer

Grade/ Salary: \_\_\_\_\_

Exempt: yes \_\_\_\_ no  x