

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WORK ABILITY III CAREER DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Disabled Student Programs and Services (DSPS&S), develops employment opportunity for DSPS&S students/Department of Rehabilitation (DOR) clients by working with employers, employment agencies a, and job placement resources. Markets DSP&S students/DOR clients to prospective employers and makes follow-up contacts after placement. Works with DSP&S students/DOR clients to provide support and guidance for obtaining their employment goals.

REPRESENTATIVE DUTIES:

Develop and maintain positive relations with the business community and affiliated organizations in order to implement an employment marketing strategy to business and employers, conduct job analysis of various employment positions, and maintain an on-going log of employer contacts and follow-up information.

Develop employment opportunities, both on-campus and off-campus, that correspond with IVC DSP&S students/DOR clients vocational programs.

Receive job orders; verify job openings; maintain and update job announcement boards and enter jobs on appropriate computer programs.

Evaluate needs of both students and employers for appropriate job matches.

Assist students with job readiness, job search techniques, resume development, job applications, interviewing techniques, and scheduling of interview appointments.

Provide employment preparation services to authorized DSP&S students/DOR clients.

Monitor student work experience activities in terms of attendance and attainment of competencies.

Conduct periodic site visits to evaluate student progress with employer.

Educate employers about the Americans with Disabilities Act.

REPRESENTATIVE DUTIES (continued)

Provide follow-up services to DSP&S students/DOR clients placed in employment to ensure job retention.

Attend meetings with local DOR Counselor and other agencies, such as Imperial County Behavioral Health, Regional Center, Work Training Center, etc.

Assist in the development and delivery of seminars on job related topics, including job search workshops.

Work with local area partners, particularly CalWORKs, EDD, WIB, and ICOET to coordinate the placement of students in employment positions.

Access local EDD Cal JOBS programs, making matches for student employment.

Compile, maintain, and update market information relating to local and State demand occupations, their wages, required training, and employment possibilities.

Participate in the preparation of job-related forms, pamphlets, and correspondence.

Represent the College, as requested, in job-related functions with business, government, and community agencies.

Maintain a variety of statistical and narrative records and reports, including all necessary documentation related to services such as intake, assessment, specific plans for placement and follow-up, interim and final reports, and maintain daily activity notes and logs for students/clients.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of job development and placement
Imperial County employers and employment opportunities
Cal WORKS (Welfare to Work)
Labor market data trends

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF (continued):

Job search techniques
Employment interviewing and resume development techniques
Counseling techniques
Record-keeping techniques
Operation of a personal computer and data entry techniques
Interpersonal skills using tact, patience and courtesy
Oral and written communication skills
Telephone techniques and etiquette
American with Disabilities Act
Section 504 of the Rehabilitation Act (1973)

ABILITY TO:

Develop and coordinate an effective job development and placement program.
Contact community business and organizations to develop employment opportunities
Communicate with employers concerning existing and potential employment opportunities.
Establish and maintain cooperative and effective working relationships with students, IVC staff, employers, community organizations and government agencies.
Interview students and evaluate employment needs and qualifications
Plan and organize work to meet schedules and timelines
Provide information and assistance concerning job placement
Plan and organize work to meet scheduled and timelines
Maintain records and prepare statistical and narrative reports
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Understand and follow oral and written directions
Read, interpret, apply and explain rules, regulations, policies and procedures
Communicate effectively and with sensitivity to students with disabilities and to those of diverse, socio-economic, cultural, ethnic and academic backgrounds.
Operate a personal computer and enter data, verify and maintain records, and generate reports.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work or its equivalent in business, social services or related field and three years paid work experience in job development, placement and related support services, including one year of experience working with people with disabilities.

OTHER REQUIREMENTS: A valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent contact in person and on the telephone with College personnel, students, and representatives of the business community, external funding agencies and community or professional organizations. Frequently must travel to other offices or locations to attend meetings or conduct work.

PHYSICAL DEMANDS: Typically must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.