



Martha's Vineyard Community Services, Inc.

Transition Specialist

Job Description

Reports to: Program Director, Disability Services

Classification: Non-Exempt

Department: Island Employment Services

Date: 06/01/2021

Approved: June 06, 2021 Elizabeth Folcarelli, CEO

JOB SUMMARY: The Transition Specialist acts as a bridge builder between the contract funder, the school system, consumers/students with disabilities, their families and island business to support and provide successful outcomes toward the ultimate goal of achievement of rich experiences leading to community based integrated employment for the consumers who are referred to the program.

ESSENTIAL FUNCTIONS:

1. Maintains regular contact with the contractor's vocational rehabilitation coordinator to assure a continuous flow of referrals including referrals to the PRE-ETS Program.
2. Completes vocational evaluations and interest surveys using a variety of assessment tools of consumers/students to determine strengths, needs, abilities, preferences, and areas that need additional support and or training.
3. Assists consumers/students and their families with an analysis of how employment will impact the consumer's/student's current benefit eligibility where appropriate.
4. Participates as a team member to develop internship and job opportunities with local businesses and the schools to meet consumers/students' strengths, needs, abilities and preferences.
5. Assists consumers/students with job search skills training including developing a resume, practicing interview skills and completing application package.
6. Assists student/consumer with arranging transportation to and from the internship/job site when necessary
7. Perform task analysis at the job site, helps to identify natural supports from co-workers/mentors and, if necessary, facilitates restructuring of the intern/supported consumer's job duties
8. Reviews employer's policies, procedures, and productivity requirements to establish work site protocols and training procedures.
9. Orients student/consumer to new worksite, job responsibilities, personnel policies, wage scales, benefits and role of the Transition Specialist and the Job Developer/Trainer in internship opportunities

10. Develops short-term goals that student/consumer and the Transition Specialist and the Job Developer/Trainer can work on together to promote the development of self-help and self-advocacy skills in the workplace.
11. Provides individual supports to the consumer/student on job site.
12. Performs periodic evaluations of consumer/student performance and develops individualized goal setting plan to aid in the ultimate goal of achievement of independent employment.
13. Maintains relationship with worksite personnel at all appropriate level, acting as a liaison.
14. Provides ongoing guidance for all referred consumers/students, both during job exploration as well as on the job as work related issues arise.
15. Maintains consumer/students' progress records, tracks internship/on the job hours and participates in electronic billing process as needed.
16. Provides classroom instruction on workplace readiness skills including soft skills training such as work ethic and professionalism, communication and interpersonal skills and work ethic, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to communicate effectively both orally and in writing
2. Ability to adapt to change
3. Computer literacy with WORD and EXCEL programs
4. Respect for individual differences and dignity
5. Ability to plan and manage work independently
6. Ability to self-reflect and work in partnership
7. Professional approach and personal accountability
8. Adhere to privacy and confidentiality policies as outlined in the agency's policies and procedures

QUALIFICATIONS:

1. High School Diploma or equivalent. BA preferred.
2. Experience supervising staff or experience in a team leadership role.
3. Experience working with individuals with disabilities, preferably in a teaching or training capacity.
4. Experience or training in the area of vocational rehabilitation.
5. Valid driver's license and access to reliable independent transportation.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.