



Martha's Vineyard Community Services, Inc.

Program Specialist, School to Employment Program at Disability Services

Job Description

Job Summary

Working under the direction of the Disability Services (DS) Program Director, this Program Specialist is responsible for the coordination and implementation of the School to Employment Program (STEP). STEP supports students ages 14-22 with disabilities to explore, increase awareness of, and prepare for post-secondary employment and education options. The position may require occasional evening and weekend hours. This is a part-time 20 hours per week position.

Job Responsibilities and Essential Functions (essential functions*):

A. Deliver Pre-Employment Transition Services *

- Provide direct skills training and career exploration opportunities for students ages 14-22 with disabilities
- Implement the five components of STEP: Work-based learning experiences, job exploration counseling, workplace readiness training, self-advocacy/peer mentoring, and counseling on post-secondary education or training programs.
- Work with the Program Director of Disability Services to strengthen and expand the MVCS STEP curriculum

B. Community Coordination and Partnership *

- Develop and maintain relationship with MVRHS and MV Charter school
- Coordinate community engagement of internship, fieldwork, job shadow and site visit opportunities
- Identify and build relationships with community businesses for student placement
- Work in collaboration with Island Employment Services to coordinate outreach to employers

C. Contract Management *

- Maintain relationship with contract funder MRC to ensure clear channel for referrals
- Complete all reporting and maintain funder required student participation records
- Formulate program benchmarks for ongoing contract monitoring and reporting
- Submit monthly report to Disability Services based on program benchmarks

D. Team Involvement *

- Participate as an active member of the Disability Services team
- Participate in identified community initiatives (such as the Island Disability Coalition) as directed by DS Program Director
- Actively participate in the supervision process at intervals determined in conjunction with program management
- Attend agency meetings and events as appropriate. Cultivate high visibility within and external to the organization

Qualifications

- Experience working with individuals with disabilities across the lifespan preferred.
- Bachelor's degree preferred
- Experience in community organizing preferred.
- Proficiency in word processing and excel.
- High level of communication, organizational and leadership skills.
- Ability to maintain confidentiality of information
- Ability to foster a collaborative, team-oriented work environment
- Respect for individual differences and dignity
- Culturally responsive approach
- Ability to organize and prioritize work
- Knowledge of evidence based programming
- Valid Driver's License
- 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.