

Solano County
Office of Education

JOB TITLE: Career Services Specialist (Range 28)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provide benefits and work incentive consulting to Social Security beneficiaries. Provide work incentive benefits analysis, planning, and assistance to individuals receiving Social Security (SSA) disability benefits (SSI & SSDI) that are working or seeking employment.

JOB REQUIREMENTS AND QUALIFICATIONS

- Certified Work Incentive Practitioner within 6 months of hire
- Possession of a valid California driver's license
- High school diploma or G.E.D. equivalent
- Two (2) years of related education or experience
- Knowledge of Social Security Act Title II and Title XVI disability benefits
- Knowledge of federal and state laws, regulations, and programs related to youth and/or adult employment and job training
- Knowledge of educational and training requirements for various jobs
- Knowledge of the local labor market, employer needs, and job trends
- Knowledge of computer operations and experience in the use of a variety of software
- Experience in analysis and implementation of job site and equipment modification
- Ability to work closely with community businesses and employer organizations to develop partnerships in vocational education
- Ability to establish and maintain effective work relationships with students, teachers, administrators, and various outside agencies
- Knowledge of basic budget preparation and ability to evaluate budget needs to program objectives

- Ability to communicate effectively, tactfully, and persuasively, both orally and in writing

ESSENTIAL DUTIES

- Provide case management services for participants and their families
- Plan and coordinate services to assist participants navigate through services, supports, and benefits available from the larger service delivery system
- Provide transition planning to assist the participant in setting post-school goals and to facilitate their transition to an appropriate post-school setting such as: postsecondary education, training, or competitive employment in an integrated setting
- Coordinate transition planning with local education agency and as appropriate with parents/family, and/or other agencies participating in this project
- Provide Benefits Counseling/Financial Capability Services to program participants and their families on SSA work incentives, eligibility requirements of various programs, earnings rules, asset accumulation, and financial literacy and planning
- Provide career and work-based learning experiences
- Assist in providing program participants paid work experience in an integrated setting before leaving high school
- Provide other skill development opportunities in an integrated setting, such as volunteering or participating in internships, community services, and on-the-job training experiences, including experiences designed to improve workplace basic skills. Parent Training and Information to the family of program participants
- Provide resources for improving the education and employment outcomes of the parents and the economic self-sufficiency of the family to include acquisition of basic education, literacy, and job-readiness skills, and job training and employment services
- Provide other services and supports, to include youth development activities and career development/preparatory activities
- Provide training sessions to education and agency staff
- Work directly with program participant and their parents to resolve SSA benefit problems, understand SSA information, develop IRWEs and PASS plans, and submit pay stubs to SSA

05/03/2016

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- Network and partner with other agencies and organizations to refer program participants for additional information and services to assist their transition from school to work
- Collect data and share information
- Provide an array of individually-tailored support services to both the program participant and his/her family such as, but not limited to: employment, transportation, health care, and child care
- Act as an advocate for program participants
- Attend all related program meetings and trainings
- Complete research on practical issues related to participant needs
- Assist with program related documentation

MARGINAL DUTIES

- Trains students in a workshop setting
- Surveys and maintains current and future employment and training opportunities in the community
- Assists in developing and monitoring project budgets
- Conducts wage/salary information such as initial commensurate wage studies at student/client job site, training of other agency/school personnel to perform wage studies, sub-minimum wage certification, and student payroll during training
- Collects/tabulates/graphs/summarizes performance data
- Coordinates staff meetings and reports new case information and updates on existing cases

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

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SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (10%)

Walking (25%)

Sitting (65%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or Reaching Kneeling or

Pulling Loads (1) Overhead (2) Squatting (2)

Climbing Stairs (2) Climbing Ladders (1)