



Leadership • Collaboration • Support

JOB TITLE: Employment Training Specialist

CSEA Salary Schedule, Range 20

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist in planning, training, and placement of individuals with disabilities who are making a transition from school to work.

JOB REQUIREMENTS AND QUALIFICATIONS

- Knowledge of the local labor market, employer needs, and job trends.
- Knowledge of computer operations and experience using Microsoft Office and Google applications
- Experience setting up job and training sites or related experience.
- Experience in analysis and implementation of job site accommodations and equipment modifications.

Knowledge of Person Center Planning:

- Knowledge of specific interventions, which can be implemented to facilitate the success of program participants at work.
- Successful in developing partnerships and linkage agreements with employers and community resources.
- Knowledge of work and independent living support services available through community agencies and local employers.
- Knowledge of State and Federal laws regarding child labor, work experience education, employment standards, and wage and hour requirements.
- High school diploma or G.E.D.
- Valid California driver's license.

ESSENTIAL DUTIES

- Provides assistance to program participants organizing their job search through the development of a Person Center Plan.
- Helps employers work with program participants (i.e., problem solving, information and referral, job task/site/equipment modification, employee relations, etc.) when needed.
- Provides skills training in job search, interview procedures, job retention career progression, and termination techniques.
- Assists program participants in obtaining work permits and necessary documentation for work experience.
- Provides feedback and additional instruction to program participants unable to successfully obtain employment following the interview.
- Assists with developing customized employment for program participants.
- Locates job openings for program participants matching employee to employer needs.
- Develops community-based worksite training.
- Develops training plans with prospective employers.
- Assists with setting up career guest speaks and career fieldtrips.
- Provides job coaching for on-the-job training for special education program participants.
- Analyzes and implements job site/equipment modifications.

MARGINAL DUTIES

- Conducts comprehensive assessments for the purpose of identifying individualized characteristics as well as educational, training, placement, and support service needs of program participants.
- Provides employment and education/training information to program participants.
- Surveys and maintains current/future employment opportunities in the community.
- Provides on-site visitations for program participants in placement.
- Provides follow-up and monitoring of program participants placements.
- Assists program participant completing required payroll documentation.
- Ensures program participants monthly timecards are completed and submitted.

- Performs related duties as required.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (30%) Walking (60%) Sitting (10%)

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
Pulling Loads (2) Reaching
Overhead (2) Kneeling or
Squatting (2)

Climbing Stairs (2) Climbing Ladders (1)