

Job Description

Student HireAbility Navigator

FLSA: Non-Exempt

JOB SUMMARY

The Student HireAbility Navigator will improve access to employment and training services and increase employment opportunities for students with disabilities. This position will be a resource in Texoma to support, expand, and enhance the provision of pre-employment transition services provided by TWC-Vocational Rehabilitation as well as other partners and programs administered by the Texoma Workforce Development Board. By working with tasks outlines in categories such as capacity building and systems development, partnering and collaboration, and informing and engaging employers, the Navigator will increase the likelihood of students' independence, inclusion in communities and competitive integrated workplaces and successful participation in postsecondary education experiences.

ESSENTIAL FUNCTIONS

- Capacity Building and Systems Development Responsibilities
 - Increase community and system awareness of the resources and activities available to students with disabilities in the following five pre-employment transition services:
 - job (career) exploration counseling;
 - work-based learning experiences, which may include in school or after school opportunities, or experience outside the traditional school setting (including internships), provided in an integrated environment to the maximum extent possible;
 - counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
 - workplace readiness training to develop social skills and independent living; and
 - instruction in self-advocacy, which may include peer mentoring.
 - Develop and sustain relationships to promote awareness and availability of pre-employment transition services and Workforce Solutions resources to schools, parents, and students.
 - Promote the use of career exploration, postsecondary education planning, and work readiness tools.
 - In consultation with Workforce Solutions and VR staff, local education agencies, parents and students with disabilities, employers, and community partners, develop effective and innovative strategies to:
 - Improve the transition to postsecondary activities of students who are members of traditionally unserved and underserved populations.
 - Expand or enhance the provision of the five required pre-employment transition services to students with disabilities

- Partnerships and Collaboration Responsibilities
 - Identify, convene and/or attend workgroups, committees, coalitions, and cross-agency teams to foster system and community coordination of pre-employment transition services and activities for students with disabilities.
 - Provide information, training, and technical assistance regarding resources and activities available to assist students with disabilities to transition successfully to postsecondary education, employment, or both.
 - Develop and coordinate events, campaigns, and other activities that promote the Texas HireAbility Campaign and that increase awareness of and access to pre-employment transition services.
 - Represent Student HireAbility Navigator program by serving as a liaison between VR and Workforce Solutions Offices and the Board. Assist with VR related activities and ensure that programs developed are accessible and inclusive.
 - Partner with Student HireAbility Navigators within the VR region and state to accomplish and expand program deliverables.
- Responsibilities to Inform and Engage Employers: In consultation and coordination with Workforce and Vocational Rehabilitation staff:
 - Organize events and activities to increase employers' understanding of the abilities of students with disabilities.
 - Provide training and/or resources to increase employers' awareness of disability etiquette and accommodations for students with disabilities.
 - Collaborate with partner agencies to develop work-based learning opportunities for students with disabilities, including internships, employment, apprenticeships and other employment opportunities.
 - Conduct outreach and develop relations with business and industry organizations.

OTHER RESPONSIBILITIES

- Ensure required reporting and development of presentations are completed in a timely manner including, but not limited to, development of a three-year action plan and updates as needed to achieve contract deliverables and program goals.
- Comply with federal and state requirements regarding confidentiality of student and employer data.
- Ensure that state and/or local Vocational Rehabilitation staff receive the data and information necessary to fulfill federal reporting requirements.
- Ensure that resources and materials developed are available in accessible formats for students who use screen reader software, screen magnification software, large print, and Braille.

- Work with workforce and Vocational Rehabilitation staff to ensure that reasonable accommodations are available and provided as requested for parent and student participation.
- Participate in meetings, trainings, and information sharing sessions.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of
 - computer software to include Windows-based software applications, Microsoft Office programs, the Internet, and Canva or other comparable online graphic design tool,
 - the purpose, scope and intent of vocational rehabilitation guidance to include federal, state, and local laws, regulations and standards, and
 - the state’s Board guidance for the student HireAbility navigator program.
- Skill/Ability to
 - communicate effectively and efficiently, both orally and in writing, with diverse groups of people and personalities to communicate rules, regulations, and guidelines from local, state and federal agencies,
 - interpret and apply local, federal and state regulations, policies and procedures,
 - use current Microsoft Office products and Canva or other software to develop brochures, flyers, newsletters, presentations, and other marketing materials,
 - establish and maintain effective working relationships with Board, state, and contractor staff as well as local employers and independent school districts,
 - prioritize, organize and manage multiple tasks and projects,
 - demonstrate proficiency in both oral and written communication,
 - work both as a team member and independently under minimal supervision,
 - establish and maintain effective working relationships with representatives of governmental agencies and the general public,
 - pass a criminal history/offender background check with the Texas Department of Public Safety or other state Department of Public Safety, or through national databases as needed for position and
 - travel within and out of region.

REQUIRED EDUCATION, DEGREES, TRAINING, CERTIFICATES, AND/OR LICENSES:

- *Bachelor’s degree in education, disabilities studies, humanities, social sciences or related field AND
- **Four years full-time work experience in the fields of education, vocational rehabilitation, workforce development, human services, or non-profit organizational work with students/persons with disabilities is preferred AND
- Valid Texas Driver’s License or available alternate means of transportation.

*One additional year of full-time qualifying experience may be substituted for each year (30 semester hours) of the required education.

** A Master’s Degree in any related field may be substituted for two years of the required qualifying experience.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. Frequent travel both within and outside the Board area is required. The employee is frequently required to walk and use hands and fingers to handle or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individual performs duties in a standardized office environment. The noise level in the work environment is usually moderate.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive and may be revised as needed. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.