

## **JOB DESCRIPTION**

**Position:** Transitional Internship Program Assistant

**Reports To:** Manager, Youth Services

**Supervision exercised:** Coaching and oversight exercised over consumer interns

**Company:** Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) non-profit agency founded in 1975 by a core group of young adults with disabilities. CLW is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills training, Peer support and Information and Referral.

**Exempt or Non-Exempt Status:** Non Exempt

### **Responsibilities:**

- Provide consumer support and skills training to prepare participating youth for future employment.
- Participate in the development and delivery of individual and group activities and workshops to support pre-vocational and vocational skill development, i.e. effective communication, transportation, etiquette, computer literacy, scheduling, exploration of benefits, and budgeting.
- Participate in the identification, coordination and placement of youth with employers for paid internships.
- Assist interns/participants in identifying other community resources that may support vocational or other related goals.
- Provide ongoing skills training and peer supports to interns/participants to successfully complete required tasks required while following the worksite rules and guidelines.
- Assist interns/participants in preparing and submitting required paperwork on a timely basis.
- Conduct bi-weekly worksite meetings with interns to identify, encourage and support interns in their communication around areas of concern or opportunity.
- Troubleshoot for and with the consumer regarding issues with their goal for employment which could include one or more of the four core services: peer support, skills training, advocacy and information and referral. Be alert and responsive to obligations to report abuse and neglect.
- Maintain working relationship between CLW, worksite staff and MRC VR counselors including, but not limited to, resolving issues and sharing information, as needed.
- Maintain up to date consumer service records.
- Submit required paperwork and data entry on a timely basis and according to departmental and agency guidelines.
- Other duties as assigned.

**Essential Functions:**

This position requires frequent communication (orally and/or in writing) with consumers, staff, business partners/vendors and other third parties;

This position requires the ability to conduct individual and group presentations;

This position requires the ability to understand the requirements of the TAP and TIP program and to be able to assess, teach, evaluate, educate, direct, refer, the consumer/guardian regarding the scope and responsibilities of the programs;

This position requires the ability to travel within service area and beyond as needed;

This position requires the ability to accurately enter information into database;

This position requires the ability to use office machinery, including calculators;

This position requires the ability to remain in a stationary/standing position for extended periods of time;

This position requires the ability to maintain strict confidentiality.

**Preferred Qualifications:****Education**

High School or equivalent (GED) required; Associate Degree in related field preferred. Relevant experience may be substituted for the Associates Degree.

**Experience**

1-3 years of related experience in human services

Excel, Microsoft Office, data base management

Working in or involved with the disability community

Possess the ability to:

Work independently and as a team member

Work effectively with individuals with diverse disabilities and cultures

Prioritize and meet deadlines

Problem solve

Provide guidance and leadership

Familiarity with:

Independent Living issues and philosophy;

Community resources and local service system for youth and persons with disabilities and how to arrange for services;

**This job description is subject to change at any time.**

*Individuals with disabilities strongly encouraged to apply*