

JOB DESCRIPTION

Position: Youth Services Skills Trainer, P/T 25 hours

Reports To: Manager, Youth Services

Supervision Exercised: none

Company: Center for Living & Working, Inc., (CLW), is a 501(c) 3 non-profit agency founded in 1975 by a core group of young adults with disabilities, and located in Worcester, Massachusetts. 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 information to youth with disabilities on disability-related topics and CLW's independent living philosophy.
- Assist individuals in identifying other community resources that may support vocational or other related goals.
- Provide intake and assessment services for individuals requesting youth services to determine, with the consumer, the services to be provided.
- Provide ongoing skills training and peer supports, education and advocacy to consumers focusing on goals; while following worksite rules and guidelines, as applicable.
- Complete an Independent Living Plan (ILP) for each consumer in which the consumer determines the goals on which s/he would like to work (or have consumer sign a waiver declining participation in ILP).
- Teach life/career skills to youth and coordinate with MRC Vocational Rehabilitation, as appropriate, to maximize employment outcomes.
- Participate in the identification, coordination and placement of youth with employers for paid internships. Assist interns/participants in preparing and submitting required paperwork on a timely basis
- Educate parents and youth on their rights and provide consumer advocacy skills training for and during the Individualized Education Plan (IEP) meetings.
- Attend and participate in team meetings for consumers as an advocate for the interests and goals of the consumer.
- Participate in community outreach and community education activities to develop relationships with school systems in CLW's catchment area.
- Recruit or engage individual consumers to attend advocacy events.
- Participate in the development and delivery of workshops to support pre-vocational and vocational skill development, i.e. effective communication, transportation, etiquette, computer literacy, scheduling, exploration of benefits, and budgeting.
- Maintain up to date consumer service records, follow-up on referrals and complete all requested documentation and data entry 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, medical providers, state agencies, business partners/vendors and other third parties;
- This position requires the ability to conduct group presentations;
- This position requires the ability to understand the requirements of the TAP program and to be able to assess, teach, evaluate, educate, direct and refer the consumer/guardian regarding the scope of the program;
- 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 for the relevant population (consumers);
- This position requires the ability to write an independent living plan;

Preferred Qualifications:**Education:**

- High School or equivalent (GED) required; Associate Degree preferred

Experience:

- 1-3 years of direct consumer contact, preferably with individuals or youth with disabilities
- Bilingual preferred
- Excel, Microsoft Office, database management
- Working in or involved with the disability community
- Information & Referral
- Teaching Independent Living skills and providing advocacy while promoting self-empowerment

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 advocacy

Familiarity with:

- Independent Living issues and philosophy;
- Community resources and local service system for youth/persons with disabilities and how to arrange for services;
- MassHealth, state agencies, education and provider service system available to serve individuals with disabilities/(older persons);
- State and Federal housing regulations;
- Civil rights for individuals with disabilities;

This job description is subject to change at any time.

Individuals with disabilities strongly encouraged to apply

Revised: December, 2017