

JOB DESCRIPTION

Position: Youth Services Skills Trainer (Pre-ETS)

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 individual and group based five core Pre-ETS services to youth with disabilities ages 14-22 in a community based or school based setting.
- Provide consumer support and skills training to prepare participating youth for future employment.
- Develop and implement individual and group activities and workshops to support Pre-ETS 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 and unpaid internships or volunteer opportunities.
- Assist youth in identifying other community resources that may support vocational or other related goals.
- Provide ongoing skills training and peer supports to youth to successfully complete required tasks required while following the worksite rules and guidelines.
- Assist youth in preparing and submitting required paperwork on a timely basis.
- Provide advocacy, peer supports and skills training for and with youth with disabilities aligning with their Pre-ETS goals.
- Maintain working relationship between CLW, employers, MRC VR counselors and other partnering entities to ensure the goals of the program are being met.
- 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.
- Teach life/career skills to youth and coordinate with MRC Vocational Rehabilitation, as appropriate, to maximize employment outcomes.
- Educate parents and youth on their rights and provide consumer advocacy skills training for and during the Individualized Education Plan (IEP) meetings, if applicable.
- 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 community and school relationships in CLW's catchment area.
- Recruit or engage individual consumers to attend advocacy events.
- Maintain up to date consumer service records.
- Ensure required paperwork and documentation is up to date and maintained according to departmental and agency guidelines for record keeping and reporting purposes.
- 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