

GENESEE COUNTY

DISABILITY RESOURCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position maintains the responsibility for coordinating, monitoring, planning, and addressing the employment needs of individuals with disabilities. The incumbent will advise the workforce development system on how to effectively promote the participation of individuals with disabilities in existing career pathways systems and programs. The work is performed under direct supervision of the GLOW Workforce Development Board Executive Director. The incumbent of this position does related work, as required.

TYPICAL WORK ACTIVITIES:

- Increases the capacity of the Career Center and surrounding career pathways programs to serve individuals with disabilities;
- Identifies and leverages disability-related resources and partners including NYS Education Department (NYSED), Adult Career and Continuing Education Services Vocational Rehabilitation (ACCES-VR) and the Office of Children and Family Services (OCFS) to support collaboration around a job seeker's employment and/or training goal(s);
- Assists and trains the Local Workforce Development Board (LWDB), Career Center employees, businesses, community colleges, and other training providers on such topics as rights under the Americans with Disabilities Act (ADA), Ticket to Work (TTW), accommodations, assistive technology, and assessments;
- Obtains and maintains a credential to provide benefit advisement and work incentive counseling to job seekers in receipt of the Social Security Administration (SSA) benefits (e.g. Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI));
- Support and implement sustainability planning through the project cycle, including partnership development, revenue identification, and through continuous evaluation of operations;
- Ensuring local Career Centers are fully accessible for persons with disabilities. In addition to working with the disability community and partners in recruiting individuals to the Career Centers, the Disabilities Resource Coordinator (DRC) also works to ensure the delivery of services is seamless by addressing physical, communications and programmatic access issues;
- Supports collaboration between internal employees, businesses and community partners to support project activities and long-term sustainability strategies;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Working knowledge of federal, state and local laws, policy and procedures related to equal opportunity and non-discrimination employment of individuals with disabilities and other protected classes; knowledge of topics such as sustainability, customized employment, supported employment, intersectionality and person-centered planning; knowledge of Social Security Administration work incentives, and how work affects government benefits; knowledge of local community agencies, providers, stakeholders, and other disability resources; ability to collect, organize, and interpret information related to Employment and Training Programs; ability to read and interpret moderately complex written materials; ability to seek out and develop jobs and/or training opportunities for agency clients; ability to express oneself orally as well as in writing; ability to communicate with diverse stakeholders, including business leaders, customers in minority groups and workforce development employees;

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually quiet.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of a Bachelor's Degree or higher in career development, counseling, education, psychology, human services, vocational rehabilitation or social work with two (2) years of full-time paid experience in job development, business services, personal counseling and/or human services in a community based setting or other related position with similar duties and responsibilities;

OR

- B. Satisfactory completion of a minimum of 60 semester credit hours with at least 12 credit hours in any of the areas described in (a) and four (4) years of full-time paid experience in job development, business services, personal counseling and/or human services in a community based setting or other related position with similar duties and responsibilities.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Verifiable part-time paid experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:
Possession of valid NYS Driver's license.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 4/26/23