

Northeast Colorado BOCES

Job Description

TITLE: **School To Work Alliance Program (SWAP) Coordinator**

QUALIFICATIONS: **1. Bachelor, or Master's Degree in related field**
2. Experience (3-4 years) working with youth with disabilities or in a rehabilitation-related field

REPORTS TO: **Director of Special Education**

JOB RESPONSIBILITIES:

Develop and coordinate a program of community-based services that result in successful employment and community living for youth.

Coordinate and collaborate with the DVR counselor who is providing oversight and ongoing counseling and guidance for the program.

Provide, or supervise SWAP specialist (s) in providing, obtaining, and coordinating services to include:

- Vocational exploration and career development;
- Teaching of job seeking skills and facilitation of job seeking activity;
- Job development and placement in appropriate, career-oriented jobs;
- Job related instruction and supervision to develop specific job skills and general job behaviors;
- Development and coordination of post-secondary, classroom vocational training or academic education opportunities that result in competitive employment.
- Follow-up counseling and crisis intervention with youth, employers, and families for one year following placement in a job;
- Independent living skills training relevant to successful employment and community living;
- Modeling and teaching self-determination, empowerment, and advocacy skills at work and in the community;
- Other services which support attainment of successful employment and community living;
- Case-management to coordinate access of other services and agency linkages.

Act as a liaison and resource with families, agencies, employers, and school staff regarding career and community living programming for youth. Serve on related committee assignments.

Provide staff development and training regarding SWAP in the school and community.

Assist with program evaluation to assess the effectiveness and outcomes of programming.

Fulfills any other responsibilities as designated by the Special Education Director.