

Northeast Colorado BOCES Job Description

TITLE: School To Work Alliance Program (SWAP) Specialist

QUALIFICATIONS:

- 1. High school diploma, or equivalent**
- 2. Experience (3-4 years) working with youth with disabilities or in a rehabilitation-related field**

REPORTS TO: School to Work Alliance Program (SWAP) Coordinator

JOB RESPONSIBILITIES:

Assist in obtaining records and evaluation to determine DVR eligibility, assessment to determine, goals and service needs, and program planning.

Implement and coordinate planned services under the direction of the SWAP Coordinator and DVR Counselor.

Provide, obtain, and coordinate services that result in successful competitive employment and community living. Services 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 supervision of on-the-job-training provided by the employer;
- 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, 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.

Provide case management to coordinate access to other services and agency linkages.

Provide necessary reports to document service delivery, progress toward objectives, and attainment of goals.

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