WORKABILITY III PROJECT COORDINATOR

DEFINITION

Under direction, coordinates and implements all activities related to the day to day operations of the WorkAbility III Program.

CLASS CHARACTERISTICS

This single position class has primary responsibility, under the direction of the Director of Disabled Student Services and Programs, for overseeing all staff and activities related to the operations of the WorkAbility III Program. Successful performance of the work requires program coordination skills and written and oral communication skills to ensure that program objectives and requirements are met.

EXAMPLES OF DUTIES (Illustrative Only)

Coordinates and performs responsible support for all activities of the WorkAbility III Program; provides liaison activities between Cabrillo College and the Department of Rehabilitation and its clients for the purpose of job development; coordinates case management services for its clients; develops and disseminates program recruitment materials; recruits clients through the Department of Rehabilitation, basic skills and vocational classes at Cabrillo; designs and presents workshops and facilitates counselor/client meetings to prepare WorkAbility III clients to enter the job market; coordinates provision of special counseling and evaluation of all clients in regards to physical, cognitive, social, adaptive, and training levels; coordinates assessment of job openings in regards to physical, cognitive, and training levels required for all clients; develops vocational placement plans for all participants; coordinate provision of ongoing support for clients; coordinates with other college staff and faculty to provide appropriate services to clients; maintains accurate records and files and prepares correspondence, reports and other written materials related to WorkAbility III program, activities; performs related duties as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for dealing with people with disabilities and with people of diverse academic, ethnic, socioeconomic, and cultural backgrounds
- Basic terminology, procedures and laws related to job placement and employment
- Program development and administration principles and practices
- Basic budgetary principles and practices
• Standard office practices and procedures, including filing and the operation of standard office equipment including personal computers
• Basic supervisory principles and practices

Skill in:

• Interpreting, applying and explaining complex laws, rules and regulations
• Planning, organizing, budgeting and assuming programmatic responsibility in assigned areas
• Representing the College in meetings with community groups, businesses, the Department of Rehabilitation, and other programs at Cabrillo
• Preparing reports, correspondence and other written materials
• Exercising sound judgment within policy and procedural guidelines
• Directing and reviewing the day to day work of others
• Maintaining accurate records and files
• Establishing and maintaining effective working relationships with those contacted in the course of the work

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of two years of college with major coursework in business or public administration or field related to the work, and three years of responsible student services or office administrative support experience. Experience in a public or private job placement service, for people with disabilities, or similar setting is desirable.

Adopted: December, 1996