



## **EXTERNAL JOB POSTING ANNOUNCEMENT**

### **JOB PLACEMENT COORDINATOR - JOB DESCRIPTION**

**Scottsdale Training & Rehabilitation Services (STARS)** is seeking a Job Placement Coordinator to join the Employment First Team. Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

**STARS** is a non-profit organization in Scottsdale that serves youth and adults with Developmental disabilities along with their families. Our mission is improving the lives of individuals with developmental and cognitive disabilities by providing an array of programs serving a variety of needs. STARS offers day training programs for adults as well as employment opportunities in its work centers and the community. STARS empowers individuals with developmental disabilities and their families to be able to integrate into the life of the community.

#### **POSITION PURPOSE:**

Job Placement Coordinator is responsible for the respective program location to train members with special needs for job success. Provide counseling to members in all aspects of career transition, job search skills, job placement issues, job retention and employer services and requirements. Oversee supervision of members including assignments, maintaining accurate documentation of activity records and data integrity. Responsible for securing placement data for members and identifying members who are no longer employed or in training; ensure reconnection with another placement within Employment First window.

#### **DUTIES AND RESPONSIBILITIES:**

- Manage scheduling needs; ensure completeness, accuracy, pertinent record keeping of member status in compliance with Division of Developmental Disabilities (DDD) and Vocational Rehab.
- Train and coach job developers and others involved in members development efforts.
- Conduct training and development needs assessment for members.
- Develop and facilitate training and development programs and objectives for career growth.
- Develop and conduct on-going member job training.
- Obtain and /or develop effective training materials utilizing a variety of media, sources, etc.
- Communicate regularly with members regarding their work progress.
- Plans, organizes, facilitates and orders supplies for member development and training events.
- Conduct interviews with members preparing to exit STARS. Provide re-orientation and further focus on job search techniques.
- Create and maintain caseload of active member files, establish tickler system for case management.
- Oversee members job development and job placement in the respective area.
- Maintain ongoing contact through telephone or in person; document all actions in case notes.
- Attend meetings that involve job transitioning member and process issues.
- Visit employer sites to familiarize members with employment first processes, employability skills, career preparation, job search, job retention, etc.
- Familiarize members with various training and job opportunities.
- Maintains linkages with local/external resources; maintains job banks; secures and posts job leads; sets up job interviews; arranges transportation assistance and other support services.
- Collaborate with manager to establish goals, process improvements, and enhance operational efficiencies.
- Conduct job development by screening leads from newspaper classifieds, telephone, personal contacts, referrals, internet, and other service organizations.
- Develop tools to prepare individuals with special needs for the workforce by modeling, mentoring/monitoring the success for career development, interpersonal skills, and independent living.
- Responsible for data entry and monitoring members time and attendance; maintain documentation for member files including required records for compliance.

- Vocationally train members who are on a minimized schedule, including auditing files and advising parents prior to assignment, check quality control and ensure proper paperwork is complete.
- Develop, implement, and evaluate Individual Service Plans (ISP).
- Attend ISP's, communicate employment strategies to participants team.
- Report to manager the development, challenges, and pace of members growth. Liaison for DDD and VR requests.
- Liaison between STARS and employer. Develop relationships with members, parents, and employer.
- Assist in intake and initial evaluation of persons referred to and accepted by STARS in the respective area; including evaluation of medical records to determine transferability, creation of proper schedule and assignment prior to job placement.
- Monitor assigned performance of participants flagged by the employer that might experience on-the-job difficulties or require more guidance.
- Complete skill and behavioral assessments as well as evaluations on an annual basis of member files
- Interface with manager, parents, and other departments as necessary to ensure the smooth operations of the respective area and STARS.
- Teach individuals with various mental and/or physical challenges, individually or in groups; supervise members in the program and train various contracts and/or vocational skills
- Ensure safety and well-being of consumers adhere to OSHA Standards.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent organizational skills and strong attention to details. Excellent written and verbal communication skills.
- Knowledge of developmental disabilities and of training/intervention strategies used with individuals with developmental, as well as other disabilities.
- Knowledge of behavior modification skills.
- Demonstrated skills in time management, multi-tasking, and priority setting.
- Ability to work independently, professionally, and effectively communicate with the diverse people.
- Ability to plan, anticipate needs, have excellent follow-through and problem-solving skills.
- Ability to maintain a positive attitude and collaborative working relationships with participants, staff, families, and people from various funding sources.
- Strong technical skills with the ability to learn new programs quickly and independently.
- Above average proficiency in Microsoft Office Suite; specifically, Word, Outlook, Excel.
- Ability to interact with team members and maintain effective working relationship with staff and others.
- Knowledge of case management, career counseling, employment counseling and job search, job preparation and development techniques.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in related field (e.g., Rehabilitation Counseling, Psychology, Sociology, Education, etc.); two years related experience. Master's degree in related field; one-year related experience; preferred. OR any equivalent combination education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Two years' experience working with individuals having developmental disabilities (e.g. vocational, rehabilitation, social work, psychology, or similar human services/education). Must have personal enthusiasm for working in a non-profit organization serving individuals with disabilities.
- Must have AZ driver's license, clear driving record, and meet requirements by agency's insurance. Must meet DES requirements for fingerprint clearance. Must undergo a background screening. Must have reliable transportation.
- CPR, First-Aid, Article 9, Prevention and Support

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: [www.starsaz.org](http://www.starsaz.org)

#### **INSTRUCTIONS TO APPLY**

Please submit cover letter, resume and three professional references to: [jobs@starsaz.org](mailto:jobs@starsaz.org) Salary: DOE