



EXTERNAL JOB POSTING

JOB PLACEMENT COORDINATOR

Scottsdale Training & Rehabilitation Services (STARS) is seeking a Job Placement Coordinator to join the Competitive Integrated Employment (CIE) Team. The 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 to improve 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 community work. STARS empowers individuals with developmental disabilities and their families to integrate into the life of the community.

POSITION PURPOSE:

The Job Placement Coordinator is responsible for the respective program location to train members with special needs for job success. Provide support and training 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 no longer employed or in training.

DUTIES AND RESPONSIBILITIES:

- Train and coach job seekers through the Discovery process to the Onsite job training; manage scheduling needs; ensure completeness, accuracy, and record-keeping of member status in compliance with Vocational Rehabilitation.
- Visit potential work sites during the Discovery process to familiarize members/ business managers of the CIE program with job opportunities.
- Conduct training and development by using the assessment forms for the members.
- Create and maintain goals and objectives for members working independently.
- Develop and conduct ongoing member job training.
- Obtain and /or develop effective training materials utilizing a variety of media, sources, etc.
- Communicate regularly with members and their support team regarding their work progress.
- Plan, organize, and facilitate training sessions for member development and training events.
- Conduct interviews with members preparing to phase out from onsite job training.
- Oversee members' job development and job placement in the respective area.
- Attend meetings that involve job transitioning for members and process issues.
- Familiarize members with various training and job opportunities.
- Work with supervisor 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 of 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.
- Ensure reasonable accommodations are in place before and during employment.
- Liaison between STARS and employer. Develop relationships with members, parents, and employees.
- Report to supervisor the performance of participants' development, challenges, and members' growth.
- Complete skill, behavioral assessments, and evaluations on an annual basis of member files.
- Collaborate with supervisor, parents, and departments to ensure smooth operations of respective areas/STARS.
- Ensure the safety and well-being of consumers while adhering to OSHA standards.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational skills and strong attention to detail. Excellent written and verbal communication skills.
- Knowledge of developmental disabilities and o training/intervention strategies used with individuals with developmental and 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 diverse people.
- Ability to plan, anticipate needs, and have excellent follow-through and problem-solving skills.
- Ability to maintain a positive attitude and collaborative working relationships with members, 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, and Excel.
- Ability to interact with team members and maintain an 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 a related field (e.g., Rehabilitation Counseling, Psychology, Sociology, Education, etc.); two years of related experience. Master's degree in a related field; one-year related experience; preferred. OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.
- Two years of 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 an AZ driver's license, clean driving record, and meet agency insurance requirements. Must meet DES requirements for fingerprint clearance. Must undergo a background screening. Must have reliable transportation.
- CPR, First-Aid, Article 9, Prevention and Support, preferred.

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

INSTRUCTIONS TO APPLY

Please complete the STARS Internal Career Opportunities Application, attach a cover letter and resume, and submit it to: jobs@starsaz.org