

Education, Opportunity, Success

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Transition Specialist – East End – Hampton Bays to Montauk

Hiring organization
Education, Opportunity, Success

Description

Job Description

Career and Employment Options, Inc. is an agency that provides transition services and ACCES-VR services to students and adults. We are currently in need of Transition Specialist for the east end of Long Island. Transition Specialists provide instruction to students in areas of job-readiness, career planning, job-coaching, community access training, travel training and services relating to transition for students in special education. Please see our website for more information. www.ceincworks.com. Must work with students in the community on jobsites, as well as in high schools. Requires willingness to travel on the east end. This position is part-time, approximately 20-30 hours per week, with potential for full-time hours with experience. Salary range \$24.00-\$30.00 per hour.

Job Requirements

- Certified Special Education Teacher, Certified School Guidance Counselor, MSW, Certified Rehabilitation Counselor, MBA, Licensed Mental Health Counselor (LMHC), ABA Therapist or BCBA.
- Professional Business Attire Required

Job Duties

Provide students/consumers with a positive environment and effective counseling to assist them in achieving their career and community goals.

Enable students/clients to be able to perform effectively in community based worksites using the self-direction and other CEO instructional formats.

Work with student/consumer's families to ensure that they are active participants in the employment process.

Effectively able to utilize and modify the CEO curriculum "Career Services..." for each of the students they provide instruction for.

Provide information and goal activity for any CSE or ACCES/VR planning meeting.

Perform Level I Vocational Assessments as well as perform all appropriate inventories and assessments pertaining to their student's transition.

Assist in the transition and notification of all graduating senior and their linkages to ACCES, CBVH, OPWDD or OMH.

Attendance at PD trainings regarding regulatory issues and changes in processes related to the job.

Ensure all student scheduling reports and district activities are submitted on time and accurate using our Transmetrics database system.

Attendance at all regional meetings or meetings requested through CEO in regards to the implementation and operations of services.

Oversee job placements, community access activities and internship sites for the students.

Take, submit and report on task analysis and industry standard data.

Prepare and submit monthly worksite documents. (evaluations, CDOS paperwork, etc.)

Document all service notes in a timely and professional manner.

Student/Consumer Related Services

Prepare and report on and implement transition documents and outcomes for all students. (career plans, employability profiles, etc.)

Job Development

Provide necessary job development for placement into internships, job placement, WOW Tours, and/or mentor programs for the students/consumers we serve.

Work with supervisor to develop marketing plans for student/consumer needs and district programs requirements.

Contribute routinely to the job bank of businesses that are interested in participating with CEO in some capacity.

Knowledge Base

Skill and proficiency in the instruction to students and adults with special needs.

Understanding of the process of providing instruction to students in special education and use of differentiated instruction and accommodations for instruction.

Proficiency in the instruction of transition activities.

Be able to provide information to students, their families, and district staff regarding instruction of transition curriculum.

Be able to relay information regarding the fundamentals of state sponsored adult funding service agencies.

Able to interpret and utilize vocational assessments as defined by NYSED and ACCES/VR in student/client services.

Able to schedule and implement worksite instruction as defined by CEO that follows NTACT and ACCES/VR guidelines.

Able to provide students with post-secondary preparation programming designed by CEO.

Familiarity with ONET and career exploration activities.

Previous experience in transition planning a plus.

Knowledge of CDOS, graduation pathways, and WBL a plus.

Job Type: Part-time

Responsibilities

- Certified Special Education Teacher, Certified School Guidance Counselor, MSW, Certified Rehabilitation Counselor, MBA, Licensed Mental Health Counselor (LMHC), ABA Therapist or BCBA.
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