JOB DESCRIPTION

JOB TITLE: Disability Resource Coordinator

JOB NUMBER: PR6056

FLSA STATUS: Exempt

CLASSIFICATION: Professional

REPORTS TO: Senior Director Work Training Services

SUPERVISES: No

JOB PURPOSE:
In consultation with Virginia’s One-Stop Service Delivery staff, provide expertise and serve as a resource person to the workforce development system and individuals with disabilities. Address the needs of individuals with disabilities seeking to navigate and use training and employment opportunities through the Virginia’s Workforce Network of one-stop career centers. Enhance one-stop activities to facilitate the achievement of a more effective, efficient, and responsive workforce services system. The objective is to have the Workforce Network deliver quality workforce services to individuals with disabilities who want to work and to employers seeking to hire them.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required and for which reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential job functions.

- Work in cooperation with the State-level DEI Project Lead to carry out the goals of the DEI on the local level, including implementation of the following strategic approaches identified in Virginia’s grant proposal: The use of Integrated Resource Teams, the Blending, Braiding and Leveraging Resources, Funds, and Services, Asset Development, and increasing Partnership and Collaboration.
- Coordinate Business First calls with our Partners in the TJPED / PWN service territory. (City of Charlottesville, Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange and Rappahannock Counties)
- Promote workforce center services to employers and develop employment opportunities for workforce center customers with a specific focus on workforce center customers with disabilities.
- Work to build the capacity of workforce centers to more effectively serve job seekers with disabilities
- Facilitate the Business Services Team(s) at the two comprehensive workforce centers in Area 6 in coordination with the Center Managers.

Effective date: 8/29/12

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE’S AT-WILL EMPLOYMENT STATUS.

Goodwill Industries of the Valleys
Helping people and families in our community achieve a better life through work and independence.
• Assist job seekers with disabilities, including SSA beneficiaries, to navigate and use the One-Stop Career Center system and other mandated/non-mandated partners that provide services and supports needed to obtain/maintain employment (e.g. housing, transportation, health care, etc);
• Effectively present information to the public (business groups, disability groups, other community-based agencies, local government) on employment services, work incentives, job accommodations, and benefits of employment of persons with disabilities; In addition, promote the services of the workforce centers to these groups.
• Serve as a point of expertise on programs and services that impact the employment or employability of people with disabilities such as health care options, transportation and housing supports;
• Provide leadership to and participate in One-Stop business outreach on issues and programs related to the employment of people with disabilities including universal design and accessibility, availability of assistive technologies, tax incentives and reasonable accommodations; and support the implementation or participation in Commonwealth Workforce Network as a business outreach strategy.
• Conduct outreach to the disability community and the organizations that serve individuals with disabilities to market workforce services and promote interagency collaboration;
• Work with consultants to develop training and programs around asset development.
• Assist the Workforce Center’s partners to increase their capacity to account for persons with disabilities using the one-Stop system through projects such as the common registration form.
• Assist the WIB with the DEI project’s data collection process. Manage information gathering, input and dissemination for the ExecutivePulse and VA Workforce online systems. Prepare reports on business contacts and results.

ADDITIONAL DUTIES AND RESPONSIBILITIES
• Perform other duties as requested by supervisor.
• Maintain current and valid driver’s license.
• Submit to criminal background check.
• Participate in other training required by funding source(s) and/or Goodwill Industries of the Valleys.
• Frequent local travel, particularly but not exclusively, in all areas of Central Virginia.

QUALIFICATIONS:
• **Experience, Competencies and Education**
  Bachelor’s degree with considerable experience in workforce programs or business may be considered in lieu of a Master’s degree. Candidate should have experience or training in the following areas: rehab services, disability employment, workforce Investment Act and required partner programs and services in One-Stops delivery systems specific to the KSA’s of this position (work experience may be attained via relevant practica, internship or volunteer work);
• Knowledge of applicable local and regional agencies and programs, knowledge of community resources and systems

Effective date: 8/29/12
Replaces: New

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• Knowledge and ability to access information about applicable agencies, programs and community resources (i.e. internet use).
• The ability to create and manage a broad network of professional contacts
• The ability to navigate various systems simultaneously
• Skills in advocacy for persons with disabilities
• Skills in developing/fostering empowerment skills with/among people with disabilities
• Ability and willingness to develop trust and interpersonal relationships with clients
• Knowledge of/ability to model appropriate interaction skills for others working with people with disabilities.
• Ability to articulate the business case for hiring persons with disabilities
• Understanding of business needs, services, and supports for hiring persons with disabilities
• Ability to effectively make presentations to the business community.
• Experience with one-on-one interaction, individualized attention
• Ability to access Workforce staff to both facilitate collaboration and remain “in the loop” around policy and program changes
• Ability to function as a disability resource person within the Workforce Center, assisting Workforce staff in developing their proficiencies in working with individuals with disabilities
• Knowledge of Workforce Center services and programs.
• Requires knowledge of personal computers using Microsoft Office software with extensive spreadsheet and word processing skills.

• Language skills
   Ability to read, analyze interprets the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations on complex topics to top management, public groups, and/or boards of directors. The ability to effectively communicate both orally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:
• Valid State of Virginia driver’s license and proof of insurance required to drive personal car on company business.

ACCOUNTABILITIES AND MEASURES
• Accomplishment of assigned tasks

AMERICANS WITH DISABILITIES SPECIFICATIONS:
• Physical Demands
   The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

   While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required...
to walk and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- **Work Environment**
  Work environment characteristics describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

**RECEIPT OF JOB DESCRIPTION:**
This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee’s Signature ___________________________ Date __________

Supervisor’s Signature ___________________________ Date __________

Job Description Approved by: ___________________________