



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Workability Program Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 58

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized duties and oversee the operations of the District's WorkAbility II (WAI) Program; provide vocational education counseling and employment services and assistance to clients referred by the State Department of Rehabilitation (DOR); train and provide work direction and leadership to assigned staff; serve as a liaison between students, counselors and outside agencies regarding employment service, opportunities and placement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized duties and oversee the operations of the District's WAI Program; provide educational and employment services and assistance to adult clients with disabilities referred by the State DOR
- Attend and participate in various meetings; meet with vocational staff to discuss clients, review case notes, assign new clients, review files and discuss related matters; schedule appointments and meetings with clients and DOR counselors; conduct intake meetings with clients and representatives from DOR; attend DOR workshops; participate in school-wide functions involving WAI
- Perform client assessments and coordinate services to be provided by the adult school in accordance with the clients educational needs and their Individualized Plan for Employment (IPE); design effective strategies to meet client IPE's; provide individualized counseling to clients regarding their qualification and employability, and labor market requirements
- Serve as a liaison between clients, personnel, employers and outside agencies regarding employment services, opportunities and placement; respond to inquiries and provide information concerning WorkAbility II program activities, policies, procedures and objectives; establish and maintain contact with employers in the promotion of program services and enhancement of employment opportunities; receive and respond to voicemail and e-mail inquiries
- Perform various job development activities including cold calling and communicating with prospective employers, canvassing specific areas, faxing resumes, visiting career centers, following up on applications submitted, and collaborating with other employment organizations; collect, organize and analyze occupational educational and economic information to facilitate job placement activity and to achieve Program goals

- Determine appropriate job placement strategies for clients; research job market trends and hiring practices for the local job market; assist clients in developing employment plan and courses of study
- Train and provide work direction and leadership to assigned staff; provide support in achieving DOR's objectives and service expectations; participate in program and activities to promote a positive employee relations environment
- Prepare and maintain a variety of records, reports and files related to clients, employers and assigned activities; prepare DOR-mandated reports according to established timelines
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to various sites to conduct work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

WorkAbility II goals, objectives, policies, procedures and requirements
District and WorkAbility program classes and services
Labor market opportunities, requirements and personnel procedures
Basic principles and practices of community outreach and community relations
Interviewing and advisement techniques
Interpersonal skills using tact, patience and courtesy
Applicable laws, codes, regulations, policies and procedures
Operation of a computer and assigned software
Oral and written communication skills
Correct English usage, grammar, spelling, punctuation and vocabulary
Modern office practices, procedures and equipment
Record-keeping and report preparation techniques

ABILITY TO:

Perform a variety of specialized duties in support of employment placement and development of clients with disabilities
Assist individual and groups of clients with developing vocational and job searching skills
Serve as a liaison between clients, employers and outside agencies regarding employment services, opportunities and placement
Identify and evaluate clients' interests, needs and abilities
Provide career and job related advisement
Research and locate employment opportunities for program participants
Refer clients to potential employers according to needs, interests and abilities
Interpret, apply and explain rules, regulations, policies and procedures
Operate standard office equipment including a computer and assigned software
Maintain records and prepare reports
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, psychology, social sciences or related field and two years experience working with individuals in a vocational or instructional environment including some experience with individuals with special needs

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist or kneeling