

Program Specialist

JOB DESCRIPTION: Reporting to the Manager of WIN Services, the Program Specialist will provide case management, job coaching, and habilitation supports at BCRC facility and community work sites as participants seek to develop life skills that foster independence and explore employment.

JOB STATUS: Full Time, typically daylight hours Mon-Fri between 7:30 a.m. - 3:30 p.m., some flexibility needed to see participants at work sites and work according to participants' schedule.

LOCATION: 131 Pleasant Drive, Aliquippa, PA 15001

KEY JOB RESPONSIBILITIES:

- Oversees participant vocational programming preparing individuals for competitive employment.
- Initiates goal / behavior plans and trains participant in new job skills, independence skills, problem solving skills and decision making necessary for competitive employment.
- Acts as a liaison and assures a positive relationship with participants and their families, coworkers, outside agencies and community employers.
- Maintains participant files and completes all necessary reports in an accurate and timely manner including job analyses, training plans, participant evaluations and other reports as needed to meet state requirements.
- Oversees program planning, implementation and adherence to participant support and behavior plans designed to achieve participant outcomes.
- Writes job analysis, completes participant assessments and promotes worker independence and self-help skills.
- Meets with Program Manager and Employment Specialists as scheduled to plan participant program toward competitive employment.
- Transports participants in personal and company vehicles as needed with mileage reimbursement.

QUALIFICATIONS: Master or **Bachelor level degree required** in: Special Education, Psychology, Public Health, Rehabilitation, Social Work, Speech Pathology, Audiology, Occupational Therapy, Therapeutic Recreation, Criminal Justice or other social service-related field.

BENEFITS: Paid time off for full and part-time positions plus 11 paid holidays. Excellent benefit package for full time including: Health Insurance, Dental, Vision, Short Term & Long Term Disability, Life Insurance and Pension Plan. BCRC is an equal opportunity employer.

Apply on Indeed <https://www.indeed.com/cmp/Bcrc,-Inc.-1/jobs>

Follow us on social media:

