

TRANSITION SPECIALIST FOR HIGH SCHOOL STUDENTS

JOB DESCRIPTION: Reporting to the Coordinator of Transition Specialists, this position plays an important role instructing and supporting High School students with intellectual and development disabilities or socio-economic barriers ages 14-22 years old as they as they prepare for adulthood. This includes a combination of classroom and community activities focused on instructing and counseling students in independent living skills, community involvement and employment exploration.

JOB STATUS:

- Part time: Monday – Friday, 25 -28 hours week, daylight hours, 8:30 a.m. - 2:30 p.m., 4 days a week.
- Part time position runs in conjunction with the school year with option to have summers off.

LOCATION: 701 Fifth Street, Beaver, PA 15009

KEY JOB RESPONSIBILITIES:

- Facilitates classes and engages students in activities that will improve their work habits, social skills, communication skills, financial management, personal safety, independent living and self-advocacy, exploration of post-secondary education options, job seeking skills and participation in their community
- Arranges and coordinates job shadowing experiences and vocational tours of community businesses
- Documents students' progress and completes required program documentation
- Educates students about supportive services available to them, and the process of obtaining needed services
- Implements goal plans and behavioral management plans in a consistent and positive manner
- Provides job coaching in a community setting or on site learning labs
- Uses positive approaches to motivate students and maintains student confidentiality
- Transports students as needed using company and personal vehicle with mileage reimbursement

QUALIFICATIONS:

- High school diploma or equivalent required
- Some post-secondary training / education beneficial
- Experience working with individuals with disabilities helpful not necessary, ongoing training provided
- Ability to successfully work in a team environment
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver's license required
- Able to pass required background checks and clearances

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.

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