

# SBWIB, Inc.

## SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation & an equal opportunity employer

### JOB ANNOUNCEMENT

## Disability Services Coordinator

### Summary

We are looking for a reliable Disability Services Coordinator to support the day-to-day needs of our participants with disabilities. Our ideal candidate has effective communication skills both verbally and in writing; experience working with the disabled, developmentally disabled, & physically disabled populations. Candidate must have great time management and organizational skills; can juggle various tasks in a timely manner; operates in a professional and ethical manner with great customer services skills. Ultimately, this person should be able to contribute to the attainment of specific goals, results and meet the expected goals of the position.

### Salary & Benefits

This is a full-time position (35-40 hours/week) with a starting hourly wage of **25.83**. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which includes 75% employer covered medical cost, sick and vacation time, holidays and a **competitive 401k plan**. All full-time employees are invited to participate in the company's health benefits package after completing 60 days of employment. The employment probationary period is 6 months. Some of the beneficial perks offered at SBWIB Inc. are '**student loan forgiveness**' (**PSLF**) as we are a participating 501(C)(3) non-profit. Our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to.

### Minimum Qualifications:

Must have A.A. degree or equivalent in healthcare, **social services** or related field. Candidate can be currently enrolled in a training program at college or university level or have more than **3 years of experience** and evidence of job-related training, good oral and written communication skills are a must; strong MS Word skills; strong customer service skills. Must pass a background security clearance through FBI, DOJ and Community Care Licensing must be submitted. have a valid California Driver's License as well as reliable transportation. CPR/First Aid, **health clearance required**. Must be able to participate and complete mandatory **CPI (Crisis Prevention Intervention) training** and be able to utilize all aspects of this training when necessary. A current TB Test (within the last 2 months). Must have knowledge of individuals with disabilities.

**Essential Duties and Responsibilities:** Under general supervision of the Program Manager/Supervisor, the duties of the Disability Coordinator will be, but are not limited to, the following:

- Provides on and off-site coaching, counseling, and support to individuals with disabilities during paid work experience, or to groups of individuals throughout their employment, in accordance with employer expectations and case manager recommendations.
- Provides ongoing service and case management to participants with disabilities for all assigned locations.
- Identifies individuals with disabilities who are eligible for services (review documentation, conduct initial interviews) and create an individualized accommodation plan that is communicated to appropriate program staff members.
- Ensures participants receive necessary accommodations for accessibility as stated in the documentation sent to program staff members.
- Collaborates and consults with program staff about how to implement accommodations in particular activities and learning environments, or prospective employment locations
- Consults with program partner organizations regarding accessibility issues and laws.
- Keeps up to date on research and issues related to participants with disabilities

# SBWIB, Inc.

- Maintains records, database, and statistics for participants with disabilities including program, and accommodations required
- Develops the overall disability accommodations services' planning, implementation, assessment, and quality improvement (**PPIAQI Model**) of the experience for participants with an emphasis on participants development, satisfaction, and retention
- Develops and implements a series of ongoing workshops to assist participants and program staff members regarding the provision of reasonable accommodations to qualified participants including those with mental health conditions.
- Works closely with program staff members within the interactive process to ensure SBWIB Inc. provides all required accommodations inside and outside the assigned program or work location.

## **Working Conditions**

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g., mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. ***Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.***

## **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*