

# California State University, Fresno Foundation

## VOCATIONAL SPECIALIST – WAYFINDERS

JOB ANNOUNCEMENT #24-622

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| <b>POSITION SUMMARY:</b>        | <p><b>Full-time, benefited position with Wayfinders through the California State University, Fresno Foundation.</b> Wayfinders at California State University, Fresno is an inclusive postsecondary program for young adults with intellectual/developmental disabilities. The Wayfinders Program is a Fresno State Foundation position and program, which falls under the Kremen School of Education and Human Development at Fresno State.</p> <p>This position reports to the Executive Director of Wayfinders and will work independently and provide direct student support to the Wayfinders Program. The job duties will be varied, requiring an individual who is self-motivated, creative, efficient, and knowledgeable about post-secondary education for students with intellectual disabilities.</p>  |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | <p><b><u>Leadership:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate the day-to-day management of the vocational domain</li> <li>• Understand and contribute to the program’s mission and objectives, providing valuable suggestions for policy and procedure development.</li> <li>• Demonstrate a passion and ability to relate to individuals with intellectual/developmental disabilities.</li> <li>• Coordinate job coach activities. Train and supervise graduate students, job coaches, and volunteers, in classroom activities and at worksites.</li> <li>• Develop and deliver training programs for coaching staff to ensure consistency and quality.</li> <li>• Provide feedback, evaluations, and discipline as needed for vocational staff.</li> <li>• Model superior customer service to all Wayfinders staff and students.</li> </ul> <p><b><u>Teaching:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate and teach the Career Development class</li> <li>• Understand the concepts of person centered planning and universal design in instruction and utilize these concepts in planning and direct teaching in the vocational domain.</li> <li>• Implement appropriate curriculum in the classroom and during practicum experiences.</li> <li>• Continue to develop and improve the career development curriculum, as well as the benchmarks and evaluation procedures. Ensure that the curriculum is always encompassing latest developments, market trends and cutting edge technology.</li> <li>• Instruct students to learn employability skills such as communication, problem solving, and teamwork, grooming, budgeting and self-advocacy.</li> <li>• Provide direct job coaching to students as needed.</li> <li>• Design and deliver customized workshops and programs as needed.</li> <li>• Coordinate travel training and teach students transportation skills in order to get to work independently. Accompany students to job sites, as needed.</li> <li>• Develop appropriate record keeping for all classes.</li> <li>• Conduct individualized vocational testing training and support.</li> </ul> <p><b><u>Strategic Planning:</u></b></p> <ul style="list-style-type: none"> <li>• Develop partnerships with businesses and agencies.</li> <li>• Work with students to determine career interests, specific job preferences (hours, location, etc.), skills and abilities to develop an individualized approach to placement.</li> <li>• Provide students with guidance and information regarding career options, goal setting, and job search process.</li> <li>• Perform specific job analysis, task analysis, and job matching activities.</li> <li>• Identify and create solutions for behavioral concerns that interfere with gaining and maintaining employment.</li> <li>• Develop e-portfolios for each student to include resumes, credentialing of skills attained, letter of recommendations from internship sites, etc.</li> <li>• Collect data on student outcomes including jobs gained, wages, hours worked per weeks, benefits taken, etc.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Coordinate job placement opportunities within the host businesses and resulting accommodations, and necessary job supports for students.</li> <li>• Refer students to appropriate agencies for support and services related to successful employment.</li> </ul> <p><b><u>Communications:</u></b></p> <ul style="list-style-type: none"> <li>• Interact effectively with students, families, business communities, and various agencies.</li> <li>• Compile data and provide detailed analysis in quarterly progress reports and for grant reporting.</li> <li>• In a timely manner generate reports such as effort reporting, grant requirements, quarterly progress reports, etc.</li> <li>• Assist in grant writing process.</li> <li>• Educate employers about accommodations, assistive devices, tax incentives and current disability related legislation affecting the employer.</li> <li>• Provide guidance and information to students regarding career options, goal setting and job searches.</li> <li>• Assist employers with identifying, modifying and/or eliminating physical and /or attitudinal barriers to the employment and advancement of persons with disabilities.</li> <li>• Conduct evaluations and provide feedback to students regarding their employment performance each semester.</li> </ul> <p><b><u>Technology:</u></b></p> <ul style="list-style-type: none"> <li>• Assist students with technology use at work sites and in the classroom</li> <li>• Adapt work responsibilities to enhance students’ abilities to complete tasks and improve worksite productivity.</li> </ul> <p><b><u>Functional Oversight Management:</u></b></p> <ul style="list-style-type: none"> <li>• Assure all reports, records and documentation are properly completed, delivered, filed and maintained, including reporting required for Title 17, Title 4, grants etc.</li> <li>• Establish community contacts that result in increased on-campus and off-campus job and internship opportunities for Wayfinders students. Identify internship sites within the host business so that students can participate in a variety of work experiences in order to build marketable, competitive skills and leading to employment.</li> <li>• Manage scheduling for students and job coaches.</li> <li>• Ensure adherence to student goals and meet attendance and reporting requirements for grants and external agencies.</li> <li>• Participate in regular planning and programmatic meetings and activities, and attend individual student planning meetings.</li> <li>• Oversee and coordinate the day to day scheduling and staffing for the Regional Center contracts for alumni job search and placement.</li> </ul> <p><b><u>Other Duties:</u></b></p> <ul style="list-style-type: none"> <li>• Respond to emergency situations as per emergency line roster.</li> <li>• Protects the privacy of individuals and the confidentiality of information unless disclosure services a professional purpose or is required by law.</li> <li>• Perform all other duties as requested.</li> </ul> |
| <p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></p> | <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Master’s Degree in Rehabilitation Counseling, Communication, Business, Psychology or related relevant field required</li> <li>• Two (2) or more years of experience working with young adults with intellectual disabilities, preferably in job setting</li> <li>• Demonstrated project management and supervisory experience</li> <li>• Knowledge of vocational training and skills required to maintain a job placement for individuals with intellectual and developmental disabilities.</li> <li>• Knowledgeable of current “best practices” in the field of supported employment.</li> <li>• Knowledgeable of federal and state regulations/supports offered to businesses and consumers, i.e. PASS Plans, work incentives, etc.</li> <li>• Knowledge of and ability to use computer software for word processing, database management, spreadsheets, and other functions as required.</li> </ul>  |

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|                         | <ul style="list-style-type: none"> <li>• Ability to understand, interpret and apply a variety of complex policies and procedures.</li> <li>• Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy.</li> </ul>  |
| <b>SALARY/BENEFITS:</b> | <b>\$4,916.67 - \$5,166.67 per month (\$59,000 - \$62,000 annual).</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.  |
| <b>DEADLINE:</b>        | Application review begins <b>September 11, 2024</b> . Position will remain open until filled.   |
| <b>TO APPLY:</b>        | <p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></p> |

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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