Position Description for CaPROMISE Research Assistant

Start Date:
2017

Hours:
20 – 29 hours per week

- currently enrolled students – maximum 20 hours per week while school is in session
- recent graduates (graduated within the last two years) – maximum 29 hours per week

Wages:
$16 per hour

CaPROMISE Overview:
Promoting the Readiness of Minors in Supplemental Security Income (PROMISE) is a joint initiative of the U.S. Department of Education (ED), the U.S. Social Security Administration (SSA), the U.S. Department of Health and Human Services (DHHS), and the U.S. Department of Labor (DOL) to promote positive outcomes for youth who receive Supplemental Security Income (SSI) and their families.

The purpose of California PROMISE (CaPROMISE) is to improve the provision and coordination of services and supports for child SSI recipients and their families in order to achieve improved outcomes, such as completing postsecondary education and job training to obtain competitive employment in an integrated setting that may result in long-term reductions in the child recipient’s reliance on SSI.

Job Description
Research Assistants will work with CaPROMISE services group participants (youth receiving SSI and family) and CaPROMISE Local Education Agency (LEA) staff in the Northern CA School Districts, which include the services areas of Lodi USD, Vallejo City USD, Solano COE, Oakland USD, West Contra Costa USD, East Side UHSD, Santa Clara USD, Santa Clara COE and Milpitas USD. The services will be performed at the LEA sites, but may include other sites as determined necessary by the Department of Rehabilitation (DOR) Contract Administrator and the LEA manager(s).

Research Assistants will be in a trainee capacity to assist in the delivery of a wide range of pre-vocational services including, but not limited to:

- vocational assessments (interest inventories, aptitude tests);
- referral and coordination of services for CaPROMISE services group family members including to the DOR, Family Resource Centers, One-Stop, literacy programs, community colleges or vocational training, TANF, etc.;
- employment preparation (soft skills, resume, interviewing skills);
- job development (volunteer, summer programs, internships, etc.);
• reasonable accommodation determinations;
• mentoring of child SSI recipients and their families;
• disability awareness training (Windmills, etc).

**Required Qualifications:**
Students who are in the Master’s degree program in rehabilitation counseling or closely related field or who have graduated within the last two years with a Master’s degree program in rehabilitation counseling or a closely related field (i.e., special education, social work, psychology, child and adolescent/family development, counseling, social science rehabilitation, vocational/technical education & workforce development).

**Desired Qualifications:**
- Bilingual (Spanish)
- Current or recent graduate (i.e., within the last 2 years) of a Master’s degree program in rehabilitation counseling or closely related field

**To Apply:**
Submit:
- Resume
- Statement of Interest
- 3 References

To:
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Email subject: Education Institution and CaPROMISE
  (i.e., San Jose State University CaPROMISE)

**Contact for more information:**
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