



Community Services Coordinator

Promise is a joint initiative of the US Department of Education, US Social Security Administration, US Department of Health & Human Services and the US Department of Labor. The promise Initiative is intended to improve the provision and coordination of services for child Supplemental Security Income (SSI) recipients and their families. The services help child recipients achieve better outcomes, including graduating from high school ready for college and a career, completing post-secondary education, job training and obtaining competitive employment in an integrated setting. As a result these child SSI recipients can achieve long-term reductions in reliance on SSI.

Summary Description

This is a full time salaried and benefitted position, reporting to the Executive Director. The CaPROMISE Career Services Coordinator will be responsible for coordinating project activities and goals as described in the CaPROMISE program contract Scope of Work and assist CaPROMISE participants as appropriate, with the following:

1. Case Management Services.

- a. Develop and implement an Individualized Career Action Plan (ICAP) for case management based on the participant's strengths, needs and accommodations
- b. Identify, locate and coordinate services to assist participants and their families navigate through services, supports, and benefits available from the larger service delivery system.
- c. Coordinate services provided directly by CaPROMISE with other services that are available in the larger services delivery system and document specifics in participant file.
- d. Provide transition planning to assist the participant in setting post-school goals and to facilitate their transition to an appropriate post-school setting such as: postsecondary education, training, or competitive employment in an integrated setting.
- e. Coordinate transition planning with local education agency and as appropriate with parents/family, and/or other agencies participating in this project.

2. Benefits Counseling/Financial Capability Services

Provide ongoing small group, large group and/or individual training for project participants and their families on SSA work incentives, eligibility requirements of various programs, earnings rules, asset accumulation, work incentives and financial literacy and planning.

3. Career and Work-Based Learning Experiences

- a. Place project participants at least one paid work experience in an integrated setting before leaving high school.

- b. Provide other skill development vocational opportunities in an integrated setting such as volunteering or participating in internships, community services, and on-the-job training experiences, including experiences designed to improve workplace basic skills specific to their Individualized Career Action Plan.
- c. Identify safe travel options to work based learning opportunities by connecting to travel training, para-transit, public bus and/or other available methods and supports.

4. Parent Training and Information

Provide information and training to the family of project participants, including the following.

- a. Promote the parents' role in supporting and advocating for their children's education and employment goals, including the importance of high expectations for their children's participation in education and competitive employment.
- b. Identify and promote the use of resources to improve the education and employment outcomes of the parents and the economic self-sufficiency of the family to include acquisition of basic education, literacy, and job-readiness skills, and job training and employment services.

5. Other Services and Supports

- a. Youth Development Activities may include:
 - i. training in job-seeking skills, life skills, independent living skills, self-advocacy, self-determination, and conflict resolution.
 - ii. exposure to personal leadership development and mentoring opportunities.
 - iii. exposure to post-school supports
- b. **Career Development/Preparatory Activities may include:**
 - i. career assessments and career counseling and exploration, including structured exposure to postsecondary education and other life-long learning opportunities.
 - ii. exposure to career opportunities that ultimately lead to a living wage.
 - iii. information about educational requirements, entry requirements, and income and benefits potential.

6. Other duties as assigned may include:

- a. Provide training sessions to education and agency staff; through making monthly presentations to potential PROMISE participants; and by working directly with PROMISE participants and their parents to resolve SSA benefit problems, understand SSA information, develop IRWEs and PASS plans, Work incentives and submit pay stubs to SSA.
- b. Develop informational materials on CaPROMISE and distribute these to CaPROMISE eligible students and their parents/guardians.
- c. Network and partner with other agencies and organizations to obtain correct information and to refer CaPROMISE Project students for additional information and services to assist their transition from school to work.
- d. Collect data and share the specifications established by the Promise National Evaluator.
- e. Provide an array of individually-tailored support services to both the CaPROMISE project student and his/her family such as, but not limited to: employment, transportation, health care, and child care.
- f. Act as an advocate for CaPROMISE participants.

- g. Attend all related project meetings and trainings.
- h. Identify participant needs including formulation of recommended procedural improvements.

Skills

- 1) Ability to take initiative, function autonomously.
- 2) Excellent oral and written communication skills essential.
- 3) Ability to use personal computer to produce documents, communicate on a local area network, and retrieve information from online sources.
- 4) Ability to organize and manage high volume of information.
- 5) Excellent time management; ability to manage high volume of appointments/meetings.
- 6) Ability to effectively market programs and services.
- 7) Ability to speak to large groups of people.

Physical Requirements

- 1) Ability to access and effectively communicate with persons on telephone.
- 2) Ability to independently access transportation for off-site meeting and evaluations.

Qualifications

- 1) Experienced in providing presentations, recruiting and services marketing.
- 2) Experience in assessing skills and abilities of job seekers, teaching and coaching basic job preparation skills such as resume writing, and interviewing.
- 3) Experience working with employers to develop job leads.

Prefer

- 1) Bi-lingual Spanish
- 2) Person with a disability.
- 3) BA or BS in Psychology, Sociology, Rehabilitation, Education or a related degree.

As a condition of employment, Expandability reserves the right to conduct background verification.

Salary & Benefits

The salary is commensurate with experience and qualifications and this is a fully benefitted position.

Please fax or email your resume and letter of interest to:

John Cavano

CA Promise LEA

Email: john@expandability.org

Or

Ryan Bacon

CA Promise CSC

Email: ryan@expandability.org

Fax: (408) 278-2010

