

## **Workplace Readiness Specialist**

<b>Education and Experience:</b>	Education equivalent to graduation from a standard high school One year experience in teaching or services to individuals w/disabilities
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<b>Job Summary:</b>	An employee who is responsible for assisting and instructing high school students in the five Pre-ETS services to prepare for paid or non-paid work and/post-secondary learning.
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### **Work Activities:**

1. Work with the Local Education Agency (LEA) Transition School to Work (TSW) grant team members to decide on the skills that will be taught at the high school level, including developing resumes, developing a reference contact list, filling out applications, mock interviews, etc.
2. Work with high school students to improve their skills in seeking, preparing for, and maintaining competitive, integrated employment in both group and individual settings to increase and enhance skill development.
3. Assist each student in determining what workplace and life skills that are needed for becoming and staying employed.
4. Implement chosen curricula selected by the LEA TSW team.
5. Assist each student in both individual and group activities in completing career interest inventories and in-depth Career Exploration activities to determine employment opportunities.
6. Identify strengths and deficiencies that each student is experiencing in the areas of professional work behavior, communication, teamwork, problem solving and critical thinking and develop ways to help the student enhance their strengths and correct the deficiencies.
7. Conduct independent living, hygiene, and grooming training in both group and individual settings.
8. Prepare students for Work Based Learning and communicate any reported/observed needs to the teacher, Transition Case Manager, Transition Coach and/or the Pre-ETS Specialist.
9. Understand and employ workplace safety procedures and ensure that students follow safety procedures at the worksite.
10. Teach recipients how to perform specific tasks and understand workplace policies while modeling appropriate workplace behavior.
11. Assist recipients in establishing an appropriate working relationship with co-workers and supervisors at the Work Based Learning site.
12. Monitor attendance and behavior of student to ensure progress toward measurable job readiness goals. Provide feedback to the student and Transition Case Manager.

13. Demonstrate creativity in developing methods of teaching job tasks and modifying processes to accommodate the student's barriers to employment.
14. Document recipient services monthly. Assist with completing Pre-ETS Individual Service Reports to report Pre-ETS services provided monthly.
15. Assist with the development and implementation of summer workshops (if applicable). Notify the Pre-TS Specialist of recipients attending any scheduled summer workshops.
16. Understand and keep up to date with new technology, community resources, and assistive devices available for people with disabilities.
17. Maintain a high level of confidentiality, a professional demeanor, and represent both Vocational Rehabilitation and the Local Education Agency in a positive manner at all times.

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