

JOB TECHNICIAN III – BENEFITS COORDINATOR**DEFINITION**

Under general supervision of the Program Specialist – Vocational Education, to provide job coaching, job development and case management, provide Social Security Benefits Assistance to students and adults with Special Education needs and to do related work as required.

EXAMPLES OF DUTIES

Provide support and assistance to Special Education students and adults for job training, job placement, and maintenance of jobs, including mobility and job training; assist students and adults in completing applications, writing resumes, and building interview skills; observe and report job performance; interface with employers, care providers and others concerning job training and performance; assist in the development of employment opportunities, including on-site contact with present and potential employers; may conduct career assessments and inventories and career exploration activities; keep records and perform clerical tasks as required; attend required meetings and in-services and do related work as required. Manage case notes, data analysis, and computer database required by federal and state grants. Communicate with federal and state counterparts regarding student and adult progress on: pre-vocational readiness, vocational preparation, and employment. Attend IEPs as needed. Provide ongoing support services to students and adults who are receiving or are eligible to receive Supplemental Security Income (SSI) or Supplemental Security Disability Income (SSDI) benefits, including initial enrollment and assessment; provide information and assistance to participants on their current levels of Social Security entitlements as well as living expenses; work with parents in the management of student employment and SSI funds; provide ongoing training and technical assistance to students and care providers in managing Social Security entitlements for participants; manage and implement SSA work incentive programs; maintain communication with the local SSA field office; provide data and financial reports, adhering to program policies and procedures.

QUALIFICATIONS**Knowledge of**

Behavior and characteristics of Special Education students and adults; supervision and motivation of Special Education students and adults; correct oral and written usage of English, spelling and simple arithmetical calculations; and vocational and habilitation job training principles and practices; simple arithmetical calculations, office procedures, including computer operations/word processing/spreadsheets; Social Security entitlement programs and disability related issues regarding employment; social services available to Supplemental Security Insurance.

Ability to

Work with Special Education students and adults; follow procedures concerning development and implementation of supported employment opportunities; compile and maintain accurate records and reports; manage database computer systems; give presentations to small-to-medium sized audiences; understand and carry out oral and written directions; establish and maintain cooperative working relationships; travel to various sites in personal vehicle; drive to various sites in district vehicle carrying students; work a flexible schedule including evenings or weekends; follow procedures, regulations and controls of specially funded Social Security Administration programs.

Experience

One year of experience working with disabled students or adults which has provided the applicant with the knowledge and abilities listed above. Experience in social services and familiarity with Social Security Administration rules and regulations is desirable.

Education

Equivalent to the completion of the twelfth grade. AA degree preferred with human services experience.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: April 8, 2014