

Transition to Work Vocational Counselor

We are currently searching for a Transition to Work Vocational Counselor for our OPTIONS Transitions to Independence program. Successful candidates will have excellent customer services skills and must be outcome-oriented. The ability to work in an ever changing professional environment with strong attention to detail is essential.

Position Summary:

The Transition to Work Vocational Counselor is responsible for the successful implementation of the transition to work portion of OPTIONS. This position will need to present a positive impression of OPTIONS and the students to the larger community. Incorporating new internship sites, as well as developing contacts for paid opportunities, is a significant component of the overall success of the program.

- On-going development and implementation of Transition to Work Curriculums
 - Instruct the classes during the assigned times
 - Write progress reports and keep documentation
 - Assess student learning profile and adapt/adopt the instructional modalities to meet student needs
 - Assess program needs and demonstrate flexibility to design and implement curriculums for course offerings that are available from semester to semester.
- Assist students in career explorations through various modalities of interest inventories, aptitude inventories, self-identified and expressed vocational interests
- Collaborate with Speech and Language services to identify and implement strategies in the workplace to support social language development and maintenance
- Establish new contacts and steward existing contacts for vocational experiences
 - Make cold and warm contacts, attend community events, etc. to recruit contacts
 - Demonstrate the ability to speak on the behalf of OPTIONS and Brehm Inc.
- Coordinate and support students in paid employment
 - Assist students in maintaining employment readiness portfolio (i.e. resume, application template, references, cover letter)
 - Assist students to submit employment applications
 - Provide support to students during the follow up process
 - Prepare students for employment interviews
 - Provide ongoing support to assist students in maintaining employment (e.g. prompts to communicate needs to employer)
 - Monitor students performance in the workplace through verbal or written communication with employers
- Provide comprehensive written reports to families and students regarding vocational experience and related classes, along with recommendations for future employment/career goals
- Assess needs for assistance, such as rehabilitation, or additional vocational training, and refer clients to the appropriate services
- Coordinate services associated with the Department of Rehabilitation Services (DRS)

- Refer students for services
- Prepare necessary documentation
- Communicate information provided to and received from DRS with students and families
- Assist students to communicate needs and share accurate information
- Act as the main contact with the DRS, administering the job placement contract as required
 - Keep documentation and submit billing
 - Act as the main contact for DRS contract administrators
 - Adhere to the expected outcomes by providing the services to our individuals so that job placement goals are realized
- Coordinate driver's training services with the Evaluation and Development Center (EDC)
 - Make initial referral for services
 - Ensure students have proper documentation
 - Communicate with parents regarding the onset of services
- Actively pursue professional development through professional review, conferences, workshops, educational courses, reading, and formal and informal assessment of instruction, professional goals, and effectiveness of interaction with student, families, and colleagues
- Coordinate with OPTIONS Office Staff to provide transportation services to and from internships and employment opportunities
- Schedule students for vocational appointments or opportunities
- Implement the Personal Development Record (PDR) system as designed, and/or assign consequences to students for behaviors
- Develop, measure and monitor Individual Program Plan (IPP) goals and objectives

Administrative Duties:

- Maintain accurate and complete student records
- Communication with families in a regular, timely basis
- Assist in facilitating communications across and within the OPTIONS and Brehm communities
- Communicate and coordinate with Nursing staff as necessary
- Provide supervision to Masters and Bachelors level Rehabilitation Interns from SIU
- Attend and participate in Parent Conference obligations
- Maintain Division of Rehabilitation records, as dictated through the job placement contract
- Assist in development of plan to obtain CARF accreditation to ensure continuation of DRS placement contract
- Participation in team meetings on a weekly basis. Meetings will consist of
 - Progress, performance, and planning for identified students
 - Identification of student, staff or program needs

Essential Job Requirements:

Required Skills:

- Passion for the Brehm Mission, a strong work ethic, flexibility, and a sense of humor
- Knowledge of policies, protocols, systems, and procedures established to enhance student programming
- Strong written and verbal communication
- Ability to engage in interactive problem solving and decision making
- Skillful negotiation and mediation skills in dealing with students, families, internship supervisors, and employers in the community

- Ability to apply teaching techniques and strategies to solicit desired student responses or behavior
- Knowledge and application of behavioral and discipline management
- Ability to model and engage in appropriate social skills
- Basic computer skills: word processing, Internet usage
- Ability to generate thorough, concise written documents pertaining to student progress and/or program needs or development

Preferred Skills:

- Knowledge of Gmail and Google Drive
- Familiarity with the Department of Rehabilitation Services

Education:

- Master's degree in social services field, Rehabilitation Counseling preferred
- Certification or licensure to align with education
- Licensed Professional Counselor in the state of Illinois (may obtain upon employment)

Experience:

- 2-3 years of experience working with young adults with disabilities
- Classroom experience and working knowledge of learning disabilities, learning styles, and strategies

Physical Requirements:

- Work is generally performed in an office setting; limited to no physical demands required

Travel:

- Not required

Working Conditions:

- Office Setting
- Full-time, year round
- Monday - Friday, day time hours that may vary with the needs of Program
- Occasional weekends

Conditions of Employment:

- A valid driver's license, or ability to obtain a valid Illinois driver's license within thirty days of hire
- Ability to pass a background check
- Ability to pass a driving background check
- Ability to pass a physical exam
- Ability to become a Mandated Reporter for Child Abuse and Neglect
- Valid vehicle insurance
- Ability to maintain a clean driving record
- Ability to maintain a valid Illinois Driver's License

Benefits:

- Dental/Vision/Health/Life Insurance
- Retirement Account [403(b)] with employer matching
- Standard Holidays

- Paid Time Off
- Professional Development Reimbursement

Department:

- OPTIONS

Compensation:

- Salaried, based on experience

Position Availability:

- Immediate

Application Deadline:

- Until filled

Please submit your resume, official transcripts, and internal application directly to the Director of Human Resources via brehm.aaimtrack.com. Faxed, hand delivered, and mailed submissions are accepted. Brehm Preparatory School, Inc., is an equal opportunity employer.

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