

Job Posting

Title: DSS Liaison
Reports To: Director of Employment Services
Status: Full-Time Non-Exempt Salaried
Location: Utica

Position Overview:

To identify, engage, assess and monitor OCDSS Recipients

Key Responsibilities:

Responsibilities will include but are not limited to the following:

- Identify targeted program participants through Department of Social Services
- Secure background information on each consumers and compile all relevant DSS data.
- Document all communications: intake, additional referrals, advocacy issues, etc in confidential files.
- Monitor status of the entire consume population including their movement toward their goals.
- Prepare monthly statistics on all consumers for the program director
- Perform initial vocational assessments on consumer.
- Develop employment plan in conjunction with the Senior Employment Specialist.
- Collaborate with other services available to the consumer
- Work closely with the Senior Vocational Service Coordinator and the Senior Employment Generalist.
- Arrange interpreters for hearing impaired consumers for all meetings.
- Identify potential accommodations that need to be provided upon employment.
- Advocate for consumers.
- Other duties as assigned.
- Maintain confidentiality of all work related information.
- Act in a manner consistent with the Independent Living Philosophy.
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Required Background

Work Experience – Two years vocational experience.
Education Requirements: Associate’s Degree or High School Diploma with combination of experience.
Knowledge: ADA, TANF, Community Services
Skills: Vocational assessments, networking, advocacy, oral and written communications, computer, organizational

If you are interested and qualified, we encourage you to submit a cover letter and resume to **Human Resources**. RCIL encourages current employees with such experience to apply.

External candidates may apply at recruiting@rcil.com, or via our website at www.rcil.com. You may also send your resume or apply in person: RCIL, PO Box 210, 409 Columbia Street, Utica, NY 13503-0210, Attention: Human Resources.

RCIL is an Equal Opportunity Employer. Women, minorities and Individuals with disabilities are encouraged to apply.