

Job Posting

Title: Rehabilitation Training Specialist
Reports To: Director of Employment Services
Status: Full-Time Non-Exempt Salaried
Location: Amsterdam

Position Overview:

To assist individuals with disabilities with finding and retaining employment.

Key Responsibilities:

Responsibilities will include but are not limited to the following:

- Review Employment Plan with Vocational Coordinator and Sr. Job Developer.
- Meet with consumer and Sr. Job Developer to plan or advise on job search.
- Counsel consumer in interview skills and preparation.
- Schedule interviews and attend if needed.
- Follow up with employer or remind consumer to after interview.
- Contact appropriate agency for approval upon job offer.
- Provide on and off site job training to consumer.
- Identify necessary accommodations and modifications, educate employer about them, and arrange for special equipment.
- Identify and teach consumer to natural supports.
- Identify and assist consumer in solving problems that occur in the workplace.
- Coordinate needed services.
- Meet with Vocational Coordinator and appropriate agency counselor when employment is not accomplished.
- Monitor changes in the job; provide retraining as needed.
- Advocate for consumers in the workplace.
- Prepare and submit reports and service notes.
- Attend mandatory meetings and trainings.
- Must work flexible schedule.
- Maintain confidentiality of all work related information.
- Complete other duties as assigned.
- Act in a manner consistent with the Independent Living Philosophy.

Required Background

○ **Work Experience** – Minimum of one year experience working with individuals with disabilities on vocational or pre-vocational challenges.

Education Requirements: Minimum of an Associate's Degree is required.

Knowledge: ADA, employment systems, ACCESS/VR, area Employers, VESID, vocational training, coaching and the safety and prevention of abuse of persons with disabilities.

Skills: Organization, oral and written communication, assertiveness, mentoring, time management, advocacy

Other Requirements: Pre-employment Physical and Mantoux, and other requirements, valid NYS Drivers License and your own reliable transportation are required. Ability to work a flexible work schedule.

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.