

Texas Job Order Bulletin Board Print Document

Job Order: **15616276**

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Job Title: **Student HireAbility Navigator**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Job Description: **Business hours of operation: Monday to Friday, 8am to 5pm.**

IMMEDIATE SUPERVISOR: Executive Director of Workforce Board

GENERAL DESCRIPTION:

The Student HireAbility Navigator is responsible for the Summer Earn and Learn Program funded by the Texas Workforce Commission in the nine county region of the Middle Rio Grande Workforce Development Area. The contract funding for this position expires August 31, 2023, and may be subject to renewal.

DUTIES AND RESPONSIBILITIES:

The role of Student HireAbility Navigator is to improve access to employment and training services and increase employment opportunities for job seekers with disabilities. The Student HireAbility Navigator will focus exclusively on services for students with disabilities who are in the early phases of preparing for transition to post-secondary education and employment. The Navigator serves as a resource in the local workforce development area to support, expand and enhance the provision of pre-employment transition services that are provided by Vocational Rehabilitation as well as by the other partners and programs in the workforce development area.

The Navigator performs a defined scope of work in the following three areas.

- 1. Capacity building and systems development.**
- 2. Partnering and collaboration.**
- 3. Informing and engaging employers.**

The overarching goal of the activities within the three focus areas is to increase the likelihood of students' independence and inclusion in communities and competitive integrated workplaces, and their successful participation in postsecondary education experiences.

The sole focus of the Student HireAbility Navigator is the development, coordination, capacity-building, and provision of pre-employment transition services in the workforce development area through execution of the deliverables noted below. It is important to emphasize that the primary role and responsibility of the Student HireAbility Navigators is not direct service delivery, but the development, planning, coordination, and promotion of

systemic and collaborative strategies that result in the provision of quality pre-employment transition services for students with disabilities in the workforce development area.

The Summer Earn and Learn (SEAL) Program establishes a mechanism by which pre-employment transition services (Pre-ETS) are provided to students with disabilities, as required under Title IV of the Workforce Innovation and Opportunity Act (WIOA), which modified the Rehabilitation Act of 1973 (Rehabilitation Act). SEAL is a statewide strategy that includes Work Readiness Training and Paid Work Experience for students with disabilities. It will be offered in each local workforce development area (LWDA) during the summer months, when students are out of school.

SEAL includes basic work-based learning and training services for students with disabilities that provide:

- pre-employment work readiness training and preparation for the work experience placement;
- work experience to help participants gain familiarity with the workplace environment and develop transferable job skills; and
- paid compensation for time worked on the job.

Student HireAbility Navigator Deliverables:

A. Student HireAbility Navigator Plan:

- - In consultation with the local VR offices in the workforce development area, identify the Pre-employment transition services available to students with disabilities in the workforce development area.
 - Identify other, similar services available to students with disabilities in the workforce development area.
 - Convene partners to discuss successful strategies and services, gaps, and opportunities for collaboration to improve the quality and/or availability of pre-employment transition services to students with disabilities.
 - In consultation with the Board and the VR offices in the workforce development area, and other community partners, create a three-year action plan to achieve the deliverables noted below.

The plan must include goals, strategies, deliverables, accountable parties and timelines for each deliverable listed below.

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 1. Capacity Building and Systems Development
 2. Partnership and Collaboration
 3. Inform and Engage Employers

4. Quarterly Report

B. Capacity Building and Systems Development:

- Increase community and system awareness of the resources and activities available to students with disabilities in the following five pre-employment transition services:
 1. job (career) exploration counseling;
 2. work-based learning experiences, which may include in school or after school opportunities, or experience outside the traditional school setting (including internships), provided in an integrated environment to the maximum extent possible;
 3. counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
 4. workplace readiness training to develop social skills and independent living; and
 5. instruction in self-advocacy, which may include peer mentoring.
- Promote the use of career exploration, postsecondary education planning, and work readiness tools available through TWC's Labor Market and Career Information Department.
- In consultation with Workforce Solutions Offices, local VR offices, local education agencies, parents and students with disabilities, employers, and community partners, develop effective and innovative strategies to:
- Improve the transition to postsecondary activities of individuals who are members of traditionally unserved populations.
- Expand or enhance the provision of the five required pre-employment transition services to students with disabilities in the workforce development area
- Coordinate and/or monitor implementation of innovative strategies
- Develop and/or disseminate information and resource to Workforce Solutions Offices, local VR offices, local education agencies, employers, community partners, parents and students.

C. Partnerships and Collaboration:

- Convene and/or attend workgroups, committees, coalitions, and cross-agency teams to foster system and community coordination of pre-employment transition services and activities for students with disabilities.
- Provide information, training and technical assistance to Workforce Solutions Offices, local VR offices, local education agencies, community partners, and employers, regarding resources and activities available to assist students with disabilities transition successfully to postsecondary education, employment, or both.
- Develop and coordinate events, campaigns, and other activities to increase and foster student and family awareness of and access to pre-employment transition services provided by local VR offices, other Workforce Solutions programs and community partners and resources.

D. Inform and Engage Employers:

In consultation and coordination with local VR offices and other Board and Board contractor staff:

- Organize events and activities to increase employers' understanding of the abilities of students with disabilities.
- Provide training and/or resources to increase employers' awareness of disability etiquette and accommodations for students with disabilities.
- Collaborate with partner agencies to develop work-based learning opportunities for students with disabilities, including internships, summer employment, other employment opportunities available throughout the school year, and apprenticeships.

EDUCATION/EXPERIENCE REQUIRED:

- Graduation from an accredited four-year college or university.
- One additional year of full-time qualifying experience may be substituted for each year (30 semester hours) of the required education.
- Four years of full-time work experience.
- Work experience in the fields of education, vocational rehabilitation, workforce development programs, human services programs, or non-profit organizations serving students or persons with disabilities is preferred.
- A master's degree from an accredited college or university may be substituted for two years of the required qualifying experience.

SPECIAL REQUIREMENTS:

Will require extensive in-region travel; must have reliable transportation, current driver's license and proof of vehicle insurance for approved travel.

Posting Deadline: Open until filled.

EO Employer!!!

Minimum Age: **NA**

Hiring Requirements:

Education Level: **Bachelor's Degree**

Requires a Drivers License: **Yes, Operator License**

Minimum Salary: **42000.00 Year**

Maximum Salary: **42000.00 Year**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Sick Leave, 401K, Retirement/Pension, Short/Long Term Disability, Paid Time Off**

Job Application Methods Accepted: **In Person, At the Nearest One-Stop**

Employer requests only Veterans apply: **No**

Application Comments: Please go by the Workforce Solutions Middle Rio Grande office to get registered in WorkInTexas.com. Once you have registered in WorkInTexas you will need to obtain MRG Workforce Board employment application, complete and mail to the attention of Maximiliano Pereda, Personnel Officer, C/O Middle Rio Grande Development Council, P.O. Box 1199, Carrizo Springs, Texas 78834.

OR

Completed MRGWFB application can be sent via email to Maximiliano Pereda, Personnel Officer at maximiliano.pereda@mrgdc.org for his review and consideration; successful candidates will be contacted to schedule interview. Please note that "Original application and transcripts" must be received by Personnel Office prior to interview.

MRGDC is an equal opportunity employer and auxiliary aids and services may be made available upon request to individuals with disabilities. For more information, you may contact our TDD Voice line (830) 876-1260 or (830) 876-3533.

Employer Information:

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD - UVALDE
216 W. Main
Uvalde, TX 78801
Contact: **Maximiliano Pereda**
Phone: **(830) 876-1228 ext**