

# **JOB POSTING DISABILITY RESOURCE COORDINATOR**

## *Position Description*

### **SUMMARY**

The Oyster Bay - North Hempstead - Glen Cove Workforce Development Area (WDA) provides employment and training services for residents of the Towns of Oyster Bay and North Hempstead and the City of Glen Cove. Funding for these programs is provided through the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The Workforce Innovation and Opportunity Act seeks to increase the employability of job seekers, including their longevity and earning capacity, and in doing so, improve the quality of the workforce resulting in a boost in economic growth and productivity in the local workforce area.

### **KEY RESPONSIBILITIES**

The Disability Resource Coordinator (DRC) is a position mandated by New York State Department of Labor (NYSDOL) and the United States Department of Labor Employment and Training Administration (USDOL ETA), in partnership with the Office of Disability Employment Policy (ODEP) and the National Disability Institute (NDI). It is a full-time position that works closely with the WDA staff to continue its mission to serve the Town of Oyster Bay, Town of North Hempstead and City of Glen Cove Workforce development area.

The role of the DRC is to work towards systems change for individuals with disabilities, including youth and those with intellectual and developmental disabilities, by:

- Increasing the capacity of the One Stop Career Centers and surrounding career pathways programs to serve individuals with disabilities.
- Identifying and leveraging disability-related resources and partners, including the NYS Education Department's (NYSED) Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) and the Office of Children and Family Services/NYS Commission for the Blind (OCFS/NYSCB), to support collaboration around a job seeker's employment and/or training goal(s).
- Advising the workforce development system through the One Stop Career Centers on how to effectively promote the participation of individuals with disabilities in existing career pathways systems and programs.
- Assisting and training the One Stop Career Centers' staff, businesses, community colleges, and other training providers on such topics as rights under the Americans with Disabilities Act (ADA), Ticket to Work (TTW), accommodations, assistive technology, and assessments.
- Coordinating career pathway programs and direct service delivery staff.
- Assisting in the recruitment of individuals with disabilities, including Ticket-to-Work (TTW) Ticket Holders, to participate in career pathways programs.
- Identifying career, training, and employment opportunities for individuals with disabilities using

assessments.

- Obtaining and maintaining a credential to provide benefits advisement and work incentive counseling to job seekers in receipt of Social Security Administration (SSA) benefits (e.g., Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI)).
- Helping to expand the workforce development system's participation as an Employment Network (EN) under the TTW Program, including the assignment of appropriate Tickets to the Career Center under the New York Employment Services System (NYESS) Administrative Employment Network (AEN).
- Helping ensures that individuals with disabilities access programs and services they need, including career and training services offered through One Stop Career Centers to participate in existing career pathways programs.
- Focusing on a system capacity building role, with ideally no more than 50% of a DRC's work in the direct provision of services to job seekers.

Additional responsibilities of the DRC may include, but should not be limited to:

- Engaging stakeholders from multiple delivery systems to enhance inclusive career pathway entry, advancement, and related outcomes.
- Coordinating career pathways services across disability-focused and generic agencies through local Integrated Resource Teams (IRTs).
- Engaging businesses to increase awareness about the low cost of accommodation, making the business case for hiring individuals with disabilities, and providing work-based experiences and mentoring.
- Ensuring local Career Centers are fully accessible for persons with disabilities. In addition to working with the disability community and partners in recruiting individuals to the Career Centers, the DRC staff also ensures the service delivery is seamless by addressing physical, communication, and programmatic access issues.
- Assisting Equal Opportunity Officers (EOO) in Career Center physical, communication, and programmatic accessibility.
- Supporting collaboration between internal employees, businesses, and community partners to support project activities and long-term sustainability strategies; and
- Developing, implementing, evaluating, and monitoring sustainability activities to continue successful project components and support continuous quality improvements.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

Interested candidates should feature the following qualifications:

- A strong belief that individuals with disabilities, including individuals with developmental, intellectual, and other significant disabilities, can and deserve to work in their communities.
- Knowledge of federal, state, and local laws, policy, and procedures relating to equal opportunity and non-discrimination employment of individuals with disabilities and other protected classes. In addition, knowledge on topics such as sustainability, customized employment, supported employment, intersectionality, and person-centered planning is preferred.
- Knowledge of SSA work incentives, and how work affects government benefits. Having credentials to provide work incentive counseling is preferred.
- Knowledge of local community agencies, providers, stakeholders, and other disability resources.

- Relevant program management experience to create, implement, and monitor sustainability strategies and continuous quality improvements.
- An ability to communicate with diverse stakeholders, including business leaders, customers in minority groups, and workforce development staff.
- Experience with grant writing and budget design, and a demonstrated track record on securing grant funding for project work.
- Strong oral and written communication skills.
- Strong knowledge of job search processes (e.g., resume/cover letter writing, interviewing skills, networking) and how to teach them to job seekers.
- Computer and digital literacy with a strong ability to conduct remote meetings; and
- An ability to pass a basic background check.

## **EDUCATION**

- Bachelor's Degree in related fields
- Three to five years working with the underserved (e.g., individuals with disabilities, individuals with involvement in the criminal justice system, disadvantaged youth, low-income individuals, English language learners)

To apply, please submit a resume and cover letter before February 7<sup>th</sup>, 2025, to [Business@oysterbay-ny.gov](mailto:Business@oysterbay-ny.gov)

Salary is commensurate with experience. Only those qualified for the position will be contacted for an interview.