

## **Disability Resources Coordinator Tompkins County**

**Department:** Workforce Development

**Classification:** Competitive

**Labor Grade:** White Collar grade 12

**Approved:** 1/2025

**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in social sciences, human services or resources, education or related field; **OR**
- (b) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university **AND** two (2) years of full time paid (or the equivalent part-time) experience in business administration, public administration, human services, workforce development, or related field. **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that described in (a) and (b) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for providing employment and training services to individuals aged 18 and over with recognized disabilities under the Americans with Disabilities Act (ADA). Through person-centered, strengths-based observation, this work will include assessing young adult and adult skills and training needs, matching client skills with business needs, identifying supportive service requirements and availability, determining eligibility within funding resource guidelines, assisting with job and training placements, guiding customers to local resources that help reduce barriers to employment and training success, and community outreach. The Disability Resource Coordinator must engage in business education and outreach, disability awareness and training for staff and partners, skill development and career pathways promotion, service coordination and partnership expansion, and track activities and outcomes to measure success. The DRC focuses on a system capacity building role, with ideally no more than 50% of work in the direct provision of services to job seekers. The DRC must obtain and maintain credentials 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). The work is performed under the general direction of the Deputy Director – Career Center with considerable leeway allowed for the exercise of independent judgment when carrying out the details of the work. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Evaluates client skills, aptitude, qualifications, needs, and barriers to employment and provides assistance accordingly looking through a lens of awareness about systemic racism, classism, ableism, sexism, heterosexism, etc;
- Determines eligibility for appropriate programs and cost-effective means for achieving customer objectives;
- Develops employment and training plans and assists with goals to achieve self-sufficiency;
- Plans and maintains programs, including employer and employee files and records of contact;
- Facilitates workshops and conducts outreach virtually and in-person to recruit and provide education for job seeker and business customers;

- Works collaboratively with individual and businesses to assure positive placement outcomes;
  - Coordinates with other partner agencies to assure customers are afforded all available resources and services;
  - Coordinates professional development training for employers and staff to promote workplace diversity, equity, and inclusion.
  - Assists customers with navigating Ticket to Work, Social Security Benefits Advisement, workplace accommodations, and other resources and services for individuals with disabilities;
  - Attends regular meetings and job fairs with local businesses and agencies to assess labor trends, local vacancies and staff development opportunities;
  - Refers customers to appropriate local resources;
  - Develops and maintains comprehensive records as needed on the electronic system utilized by the Workforce Development System;
  - Assures all customer records are in compliance with federal and state regulations governing the funding;
  - Participates actively in applicable business or employment related organizations.
- 
- Improves coordination and collaboration among employment and training programs in Tompkins County
  - Develops a plan for the sustainability of the DRC services to include increased revenue from the Ticket to Work program.
  - Increases the capacity of the Career Center and surrounding career pathways programs to serve individuals with disabilities;
  - Identifies 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
  - Identifies career, training, and employment opportunities for individuals with disabilities using assessments;
  - Facilitates an effective approach to leverage resources needed for individuals with disabilities to fully participate in existing career pathway programs and to achieve their employment and/or training goal(s).
  - Implements sustainability planning through the project cycle, including partnership development, revenue identification, and through continuous evaluation of programmatic operations.
  - Coordinates career pathways services across disability-focused and generic agencies through local Integrated Resource Teams (IRTs);
- 
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of federal, state, and local employment and training regulations
- Working knowledge of services available for customers and potential barriers to employment
- Working knowledge of labor trends in local business and industry
- Ability to establish and maintain cooperative working relationships with partner agencies within Workforce Development
- Ability to organize work and carry out duties autonomously
- Good working knowledge of local community service organizations and their programs
- Ability to communicate effectively
- Ability to prepare and present written oral reports to state and local agencies
- Ability to prioritize tasks and follow through effectively
- Ability to work well in teams and work groups
- Self-motivated, highly organized
- Strong interpersonal skills
- Tact and good judgment
- The employee's physical and mental condition shall be commensurate with the demands of this position, either with or without reasonable accommodation.

Originally Created 1/2025