

POSITION DESCRIPTION

Position Title: Youth Transition Coordinator

Department: Programs – Independent Living

Date: April 16, 2024

BASIC FUNCTION: Summarize position's purpose

The Youth Transition Coordinator works within the Disability Innovation Fund-Pathways demonstration project and provides services to youth with disabilities. The Coordinator is responsible for assisting youth with disabilities in preparing for transition out of high school. The coordinator educates youth on Independent Living skills, disability awareness, preparing for and placement in employment, and exploring continuing education options. The Coordinator assists in connecting youth to wrap around services.

SPECIFIC DUTIES: Describe responsibilities and tasks

- ❖ Work with students with disabilities in Chicago Schools to:
 - Enroll consumers into the Pathways to Partnership program with Access Living by completing all necessary intake paperwork.
 - Develop and maintain relationships with work sites, Office of Diverse Learners (ODLSS), Chicago Public Schools and staff, Division of Rehab Services, other Centers for Independent Living (CILs) that are involved in the project, Illinois State Board of Education (ISBE), UIC, and other entities throughout Chicagoland area.
 - Maintain relationships with college admissions and disability service offices in the Chicagoland area
 - Facilitate the program curriculum that focuses on educating youth about Independent Living skills, disability history and awareness, self-advocacy, and job readiness skills.
 - Assist in modifying lessons as needed
 - Complete pre and post-test for each lesson
 - Provide wrap-around services by consulting with and assisting youth regarding issues they will need to manage to be successful upon transition (e.g. accommodation needs, medication management, etc.)
 - Assist in leading informational sessions for parents, as needed
 - Participate in annual college and transition fairs for people with disabilities
 - Track program results and report on program progress
 - Complete reports as needed
- ❖ Job coaching and job placement:
 - Develop and maintain positive relationships with employers
 - Assist and aid consumers in job searching, resume and cover letter development, applying for employment, preparing for interviews, guidance on follow-up, and employment retention upon receiving a job.
 - Assess the professional strengths and weaknesses of employees
 - Assist employees with disabilities in learning and excelling in their job functions
- ❖ Post-Secondary Education:
 - Assist youth in exploring and applying for post-secondary education and financial support
 - Connect youth to the disability resource center
- ❖ Provide youth with wrap-around services; as needed.
- ❖ When needed: assist in performing travel training with students when utilizing public transportation.
- ❖ Maintain database system(s) for each consumer enrolled

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❖ Other duties as assigned.

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EDUCATION AND TRAINING:

College degree preferred.

EXPERIENCE:

Employee must have basic knowledge of disability rights laws and experience in the field of independent living, disability rights and self-determination movements.

Experience facilitating lessons or presentations to groups.

Experience with job placement and job coaching preferred.

Good presentation, organization, and written and inter-personal/communication skills needed.

PHYSICAL DEMANDS:

Must be able to travel within Cook County.

EQUIPMENT OPERATED:

Computer, telephone, fax, copier and printer

WORKING ENVIRONMENT:

Office area is a shared workspace divided by cubicles. Access Living staff operates on a hybrid work model; two days per week in the office.

PROFESSIONAL AFFILIATIONS:

No affiliations are necessary.

NO. OF EMPLOYEES DIRECTLY SUPERVISED:

Zero.

SUPERVISED BY: Youth Team Supervisor

SALARY: \$50,000-\$53,000

HOW TO APPLY: Email your cover letter and resume' to: Emily Garmager at egarmager@accessliving.org

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Position Title: Youth Transition Coordinator

Department: Programs – Independent Living
and Katie Blank at kblank@accessliving.org

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