

**EMPLOYMENT COORDINATOR
(EDUCATION AND TRAINING SERVICES)
CS-301-12
\$71,716 - \$91,750**

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

The Department on Disability Services is seeking an individual to identify local post-secondary education and training programs, including community colleges, four year universities and vocational training programs, establish relationships with each program in order to evaluate the effectiveness of each program through monitoring outcomes in terms of graduation and rates and rates of employment following program completion, and collecting and making data available to VR staff and people served by the agency to assist in making informed choice regarding selection of post-secondary training.

This position is located in the Department on Disability Services, Rehabilitation Services Administration, VR Services Division. The mission of the Division is to provide vocational rehabilitation and job placement services to eligible persons with disabilities including students transitioning from secondary education to enable them to prepare for, secure, regain, advance in or retain a successful employment outcome.

The incumbent will identify all local colleges and Universities, as defined by 29 DCMR 199.1. Establish relationships with disability services offices in local colleges and universities and other vocational training providers to provide training for people served by the agency. Make information available to VR staff and people served by agency regarding supports available at each local college and university. Through provisions of written summary in Service Provider Summary and regular student services fairs provided for VR staff, provide information to people served by the agency, and other interested community members. Collect outcome data regarding success of people served by each of the local colleges and universities, including graduation and employment rates following successful completion of education. Perform other duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to marketing business strategies. Examples: responsibility for developing and coordinating with area wide businesses and employers to develop opportunities for the employment of individuals with disabilities.

Preferred Education

Bachelor's degree in Business, Marketing, or Public Affairs.

Licensure

None

Work Environment

The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objects such as files, books and reports. The incumbent will make presentations and/or staff information areas which may require standing for periods of time.