

## Vocational Transition Specialist

**APPLICATION DEADLINE: June 2, 2017 @ 6:00 pm**

Employee Contract - August 1st through June 30th

192 days

# Hours 192 days x 8 = 1536

\$42,000.00/1536= \$27.34 hour

Office in Deming, NM

Plus benefits and mileage at .32/mile

### MINIMUM REQUIREMENTS

- High School Diploma or GED
- Minimum of 2 years work experience in a related field
- Dynamic individual with the ability to inspire students and build relationships.
- Ability to present information to various audiences
- Ability to work in a flexible, cooperative and professional manner while projecting excellent interpersonal communication skills
- Ability to work independently or in a team while prioritizing tasks and utilizing effective time management skills
- Self-motivated and directed with attention to detail
- Motivated to serve the best interests of students, meet goals, and produce quality work
- Experience with computer word processing, databases, and spreadsheet applications
- Valid NM Driver's License and ability to provide own transportation

### OTHER DESIRED QUALIFICATIONS

- Degree or Training in related field such as, Human Services, Social Work, Education, Vocational Rehabilitation, etc.
- Experience working in a school setting and or with special needs populations
- Experience teaching, training, or coaching

### SCOPE OF WORK

- Serve as a representative of the Division of Vocational Rehabilitation (DVR) at Pre-Employment Transition Services Meetings (PreETS) for students with disabilities in the public schools statewide
- Attend IEP meetings to support student transition to post-high school living
- Collaborate with NMDVR to work toward the goals and objectives of the NMDVR transition program which include providing opportunities for the following services for students with disabilities:
  - Instruction in Self-Advocacy
  - Job exploration counseling
  - Post-secondary education/training counseling
  - Workforce readiness training
  - Work-based learning experiences
- Tracks and reports number of PreETS meetings attended and required demographic information of students served, services provided, progress, and status
- Maintain regular communication between the Statewide Vocational Transition Coordinator, NMDVR Area Offices, assigned rehabilitation counselors, and LEAs (Local Education Agency or school).
- Provides training, development, and support to LEAs with regard to transition tools, strategies, and compliance.

## Southwest Regional Education Cooperative #10

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### **PERFORMANCE RESPONSIBILITIES / WORKER TRAITS**

- Ability to work under minimal supervision
- Must exercise initiative & judgment in performing job
- Exhibit the ability to understand oral & written instructions
- Must demonstrate strong written, verbal, and interpersonal skills
- Must demonstrate high level of competence in the instruction of adult learners
- Must demonstrate adaptability in relations with co-workers
- Be responsible for all aspects of regional technical assistance to assigned sites
- Facilitate open communication among colleagues, supervisors, district staff, & school site personnel
- Maintain highest level of professional competence through continued professional development & training.
- Must be willing to travel within the assigned region as well as the state of NM.

### **APPLICATION IS AVAILABLE ONLINE AT:**

[www.swrecnm.org](http://www.swrecnm.org)

[CLICK HERE to apply](#)

OR, use your QR Scanner to access

