**VACANCY**

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| **Full Time SWAP (School to Work Alliance Program) Opening** |
| Responsibilities | To support and maintain a program for youth ages 15-24 to facilitate job development and job development related activities with the outcome of successful competitive job placement and/or readiness. |
| **Qualifications** | 1. Experience in the areas of secondary education, vocational rehabilitation or career development
2. Public relations and/or coordinating experience
3. Experience working with youth
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| **Skills, Experience, Other Requirements** | 1. Assist in obtaining records and evaluations to determine DVR eligibility, assessment to determine goals and service needs, and program planning.
2. Implement and coordinate planned services under the direction of the SWAP Coordinator and DVR Counselor.
3. Provide and obtain services that result in successful competitive employment and community living. Services to include:
	* Vocational exploration and career development
	* Teaching of job seeking skills and facilitation of job seeking activities
	* Job development and placement in appropriate, career-oriented jobs
	* Job related instruction and supervision to develop specific job skills and general job behaviors
	* Development and supervision of on-the-job training provided by the employer
	* Development and coordination of post-secondary, classroom vocational training or academic education opportunities that result in competitive employment
	* Follow-up counseling and crisis intervention with youth, employers, and families for one year following placement in a job.
	* Independent living skills training relevant to successful employment and community living
	* Modeling and teaching self-determination, empowerment, and advocacy skills at work and in the community
	* Other services which support attainment of successful employment and community living
	* Create opportunities for job shadows in the community
4. Provide case-management to coordinate access to other services and agency linkages
5. Provide necessary reports to document service delivery, progress toward objectives, and attainment of goals
6. Work well independently
7. Demonstrate excellent communications skills verbally and written
8. Integrate well in different school settings
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| Assignment Terms / Salary  | Full-time position. Starting Annual Salary Range: $39,000-$55,000 commensurate with qualifications and experience. Excellent benefit package including PERA, Health, Dental, Life, and Disability Insurance. |
| Application Deadline /Interview Timelines Submit Application Materials To: | Open until filled; Application Deadline: June 2024Tentative Interview Timelines: June 2024Please apply through AppliTrack at [www.cboces.org](http://www.cboces.org) under Employment Opportunities |
| Employment Date |  July 2024 (negotiable) |

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