



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **SWAP Enhanced Services Provider**
 Job Family: **Program Specialist**
 Prepared/Revised Date: **June 16, 2021**

FLSA Status: **Non-Exempt**
 Pay Range: **PS30H**
 Job Code: **42305**

SUMMARY: Responsible for working directly with School to Work Alliance Program (SWAP) youth, SWAP Coordinator, SWAP Specialist, teachers and employers on assessment, job shadows, development plans, job placement, coaching and follow-up as part of the SWAP pilot program Enhanced Services. Assist in identifying potentially eligible students and coordinating with agencies for housing, transportation, mental health, and other services as case manager. Report youth progress and or needs to coordinators on a weekly basis. Assist SWAP Coordinator in developing business relationships, which results in hiring and retaining SWAP clients. Assist in educating, informing, and marketing SWAP to students, parents, schools, and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Deliver services identified in the Individual Plan for Employment (IPE) and provide case management and pre-employment transition services such as job exploration, workplace readiness skills training, self-advocacy, work-based learning experiences, and post-secondary education and counseling. Work with students and employers on work-place issues that could be complex including any barriers that impede progress toward achieving goals and participation.	D	20%
2. Complete and maintain all necessary documentation within timelines identified through the DVR process and/or SWAP Contract appropriately with appropriate information. Submit monthly progress reports and copies of monthly progress reports to education partners if participant is still enrolled in secondary education as a contribution to the Individual Career and Academic Plan (ICAP) and Individual Education Plan (IEP).	D	13%
3. Assist with and act as a liaison for the Department of Vocational Rehabilitation (DVR) referral and intake process. Work in collaboration with DVR to identify community resources and possible work-related activities for young adults. Work in partnership with DVR Counselor to ensure that all service provision is in compliance with policy, procedure and regulatory guidance.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Assist students and their families with understanding employment options and how employment is a viable option after secondary education. Explain the waiver process, and support those efforts, explain the impact of gainful employment, and develop a sustainable collaboration between systems with students to move towards competitive, integrated employment.	W	20%
6. Assist with identifying eligible students with disabilities to participate in the program. Obtain and gather documentation to determine eligibility and service determination, work collaboratively with DVR and the Transition and SWAP Coordinators to develop an Individual Plan for Employment (IPE), including development and implementation of pre-employment transition services.	W	10%



Description of Job Tasks	Frequency	% of Time
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7. Develop and participate in interagency transition practices and procedures that result in the creation of viable career pathways which lead to successful employment outcomes for students and youth with disabilities. Develop, collaborate on, and monitor employer relationships. Conduct ongoing activities to market employment of persons with disabilities in the community by individual contacts and group presentation.	W	10%
8. Develop goals and services needed to implement and coordinate planned services in conjunction with SWAP Coordinator, DVR, and educational partners.	W	5%
9. Provide transportation support or travel to sites.	W	10%
10. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree required, Bachelor’s degree in Human Services, Education, Business, or related field strongly preferred
- Minimum of two years’ experience in employment related service provision to young adults with Intellectual Developmental Disabilities (IDD)
- Experience working with long-term support systems and with young adults with IDD and mental health strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of customized employment, home and community-based services waivers, and individual placement supports
- Knowledge of career pathways, sector strategies and labor market information
- Knowledge of community partnerships and services providers
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, and Outlook
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy	x			
Coordinate				x
Instruct				x
Compute		x		
Synthesize		x		
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate		x		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	