



## **VACANCY ANNOUNCEMENT**

### **DISABILITY EMPLOYMENT INITIATIVE (DEI) JOB SEEKER ADVOCATE (WITH REGION-WIDE TRAVEL)**

#### **About the Position**

The Disability Employment Initiative (DEI) Job Seeker Advocate (JSA) role serves adult jobseekers with a disability to acquire new and marketable skills with the focus on entering the Northern Virginia region's information technology workforce. The JSA will serve as a liaison between the Workforce Development Areas 11 - Northern Virginia and 12 – Alexandria/Arlington and their Employment Solutions/Business Services Teams with Northern Virginia Community College (NOVA CC), the largest community college in the Commonwealth of Virginia.

The Virginia Community College System (VCCS) was awarded Disability Employment Initiative (DEI) Round 8 grant funding in Fall 2017 and was one of only six projects funded throughout the nation. The Commonwealth of Virginia is a national leader in planning and delivering disability employment services. The JSA will have a leading role in aligning multiple Northern Virginia regional workforce and training organizations to best support jobseekers with disabilities who want to work and may need additional supports to be successful.

#### **Description in Brief**

The JSA will support adult jobseekers who have a disability to acquire marketable skills and recognized post-secondary credentials. This position will be responsible for ensuring that the specific skills, traits, and attributes that employees need to be successful in specific IT occupations are included for the integration into the curricula and instruction, and to promote universal design in the workplace. Work with project staff and workforce partners to create, enhance, and place jobseekers in training that leads to business-valued credentials and employment. The JSA will promote and facilitate the use of existing career pathway systems and focus on improvements needed to make existing career pathways systems fully accessible to job seekers with disabilities. The JSA will develop partnerships with NOVA CC, Adult Education Programs, Virginia Career Works Centers, Disability Resource Coordinators, Workforce Development Boards and other workforce and community partners to promote systems integration.

#### **Qualities of the Job Seeker Advocate**

The ideal candidate for JSA possesses:

- Direct experience and success in working with adult jobseekers who have disabilities.
- High degree of self-direction to achieve objectives.
- Talent for reaching out and working with multiple stakeholders.
- Knowledge of the Northern Virginia labor market.
- Strong written and oral communication skills.
- Ability and willingness to work as part of a team.

## **Knowledge/Skills/Expertise**

Successful candidates possess the following knowledge, skills, attitudes, and attributes:

- Ability to work independently, self-initiate tasks, prioritize duties and meet deadlines, and self-monitor performance.
- Ability to work in a team and collaborative environment.
- Demonstrated ability to collaborate with multiple stakeholders.
- Ability to gain knowledge through training and self-guided learning.
- Proficiency with computers. Internet Navigation – Microsoft Word.

## **Responsibilities and Essential Functions**

Responsibilities and Functions include, but are not limited to, the following:

- Collaborate with NOVA CC staff and instructors to identify service gaps, resources, support services, assistive technology (AT) or other accommodations needed by NOVA CC students with disabilities to improve successful training outcomes. Assist students with a disability to access and be successful in Career Pathways for both skills development and result in industry recognized credential attainment.
- Coordinate with the DEI/Disability Resource Coordinators (DRCs) on existing NOVA CC students who choose to self identify with a disability and new NOVA CC referrals of students with disabilities from Virginia Career Works –American Job Centers.
- Consult with DRCs to access and leverage resources to address students with a disability and other barriers/support service needs using Integrated Resource Teams/Joint Program Planning with wrap around supports, as needed. Ensure all students/job seekers with disabilities are registered with Virginia Workforce Connection through WIOA Title III - Wagner Peyser and/or enrolled with Title I - Adult/Dislocated Worker programs. Promote co-enrollments with other WIOA Titles II – Adult Education & Literacy and Title IV – Department for Aging & Rehabilitative Services/Blind & Vision Impaired.
- Work with DEI Project Partners (including NOVA CC, Adult Education and Universal Design for Learning Consultant) to lead the identification or development of Career/IT assessments that assist in determining academic requirements, skills and other attributes for successful completion of IT certification training programs.
- In collaboration with DEI Project Management staff, assist in the development of a Bridge Program with Adult Educators, who will provide students with academic remediation and enhance soft skills through workplace preparation classes to align with NOVA CC curriculum for the skills, traits, and attributes employees need to be successful in IT occupations.
- Serve on the *SkillSource* Employer Solutions/Business Workforce Team. Duties and roles to ensure integration between businesses and project-related activities. Interface with Arlington and Alexandria Business Teams in support of regional employer outreach.

This position is an employee of The *SkillSource* Group Inc. The Incumbent will report to the *SkillSource* Group DEI Project Director and receive programmatic guidance and oversight from the NOVA CC Vice President for Workforce Development and/or NOVA CC Lead for this joint project.

## **Necessary Qualifications:**

(1) Bachelor's degree in Human Services, Social Sciences or other education combined with relevant work experience. (2) 1-2 years volunteer, internship or employment experience working with individuals with disabilities. (3) Case management experience. (4) Understanding of the Northern Virginia public workforce system and the Virginia Community College System. (5) Ability to pass background and pre-employment tests. (Bilingual skills in English and Spanish are highly valued.)

The incumbent will need to have a private automobile for necessary business travel. All business travel will be compensated at the IRS authorized mileage rate.

### **Compensation**

Compensation will be commensurate with experience, up to \$54,000 annually. Employment includes a full benefits package. Information on the *SkillSource* Group, Inc. can be found at [www.myskillsource.org](http://www.myskillsource.org).

### **To Apply**

Please send cover letter and resume to The *SkillSource* Group, Inc., 8300 Boone Blvd., Suite 450, Vienna, VA 22182, ATTN: DEI Job Seeker Advocate. Email at [info@myskillsource.org](mailto:info@myskillsource.org). **Deadline to apply is October 19, 2018 at 5:00 PM EDT. The *SkillSource* Group, Inc. is an Equal Opportunity Employment. Jobseekers with a disability are encouraged to apply for this opportunity.**