

DEI RESOURCE COORDINATOR II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of tasks in the Center for Workforce Development office related to addressing the employment needs of people with disabilities. The incumbent serves as a resource person to clientele with disabilities by conducting initial interviews, verifying the eligibility of participants working with the local and state level Disability Employment Initiative (DEI) project leadership to carry out the goals of the DEI on the local level including working with families and individuals on how to access and navigate the substance use and Mental Health treatment system. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assist in the recruitment of individuals with disabilities to participate in career pathways programs and to utilize AJC services;

Help ensure that job seekers with disabilities access all of the different programs and services they need, including career and training services offered through the AJCs to participate in existing career pathway programs and to achieve their employment goals;

Engage employers to increase awareness about the low cost of accommodations, make the business case for hiring individuals with disabilities, and provide work-based experiences and mentoring;

Coordinate with career pathway programs' direct service delivery staff, including career coaches;

Assist Local Workforce Development Boards (LWDB), American Job Centers (AJC) staff, community college, businesses, and other partner training;

DEI RESOURCE COORDINATOR II
Page 2

90-A

Ensure local AJCs are fully accessible for persons with disabilities;

Negotiates insurance/benefits to treatment;

Aid individuals in creating non-clinical recovery support plans based on recovery goals;

Help expands the workforce development system's participation as Employment Networks (EN) under the Ticket to Work (TTW) Program;

Uses tools learned to address challenges in entitlements, legal assistance, civic restoration, transportation support, social and health management, stable housing and education and employment connections;

Network with other agency providers and community support services to maintain an integrated support system for persons with SUD;

Outreach and non-clinical crisis support with working knowledge of the recovery process;

Promote multi-pathways to recovery;

Encourage personal empowerment and self-determination, while promoting independent living skill development;

Maintains a database of clients with disabilities to enhance effective case management; and

Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of Federal and State regulations dealing with disability employment issues; good knowledge of the operation of an Employments and Training partnership program; working knowledge of Federal Social Security programs which provide services to people with disabilities; good knowledge of the Americans with Disabilities Act

(ADA); ability to establish and maintain effective working relationships with clients, private and governmental agencies; ability to work independently, self-initiate tasks, prioritize and self-monitor performance; ability to approach challenges flexibly and creatively by applying multiple strategies to achieve outcomes; able to understand oral and written directions; ability to express oneself clearly both orally and in writing; patience, initiative, empathy; resourcefulness; honesty; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of administrative experience in providing human services to a client population; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five (5) years of experience as described in (A) above.

*Candidate must complete approved advocacy training programs and become a benefits counselor within six (6) months of appointment.

Candidate must also hold either a CARC (Certified Addiction Recovery Coach) certification or a CRPA (Certified Recovery Peer Advocate) certification

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DEI RESOURCE COORDINATOR II
Page 4

90-A

Y:\CLASSPLAN\DEI RESOURCE COORDINATOR II.DOC

Originated:December 5.2023

Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

Placed in Classplan: 3/25/2024

Revised and Replaced in Classplan: 1/8/2025 (Edu)