

DISABILITY RESOURCE COORDINATOR II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supporting the employment needs of people with disabilities within the workforce development system. The Disability Resource Coordinator (DRC) works with individuals, families, businesses, and community partners to improve access to services, career pathways, and competitive integrated employment. The role emphasizes service coordination, systems improvement, outreach, and benefits advisement. Related work is performed 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.*

Engages and recruits individuals with disabilities for participation in career pathways and workforce development programs;

Ensures that job seekers with disabilities access all programs and services available to achieve their employment goals;

Builds and maintains partnerships with employers, training providers, service agencies, and community organizations to expand opportunities;

Connects individuals to education, training, apprenticeships, and employment opportunities;

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

Provides technical assistance and training to workforce staff, and partners with local businesses on ADA accommodation, accessibility, assistive technology, and disability awareness;

Identifies gaps in accessibility and services, promotes inclusive hiring practices, and enhances workforce system capacity to serve individuals with disabilities;

DISABILITY RESOURCE COORDINATOR II

Page 2

Maintains accurate records in case management systems, including timely and complete data entry and quarterly reporting requirements;

Ensures local AJCs are fully accessible for persons with disabilities;

Negotiates insurance/benefits to treatment;

Provides Social Security benefits advisement and work incentives counseling;

Obtains and maintains certification in Work Incentive Counseling and Benefits Advisement (from an approved provider);

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

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;

Convenes and facilitates cross-agency teams to coordinate supports and resources around individual employment and training goals;

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

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

Provides individualized services such as benefits counseling, job readiness support, and navigation assistance to SSA disability beneficiaries and others with barriers to employment.

DISABILITY RESOURCE COORDINATOR II**Page 3****FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of Federal and State regulations with respect to disability employment; good knowledge of the operation of an Employment and Training partnership program; good knowledge of person-centered strategies and intersectionality; working knowledge of local, state, and federal resources available to individuals with disabilities, including programs such as Personalized Recovery Oriented Services (PROS) and Community Oriented Recovery and Empowerment (CORE) Services; program management experience, including quality improvement, and grant development; good understanding of the Americans with Disabilities Act (ADA) and Section 188 of WIOA; strong interpersonal skills including empathy, tact, and the ability to work effectively with diverse stakeholders; ability to work independently, self-initiate tasks, and prioritize and self-monitor performance; strong computer literacy; strong problem solving skills; strong oral and written communication skills; patience; initiative; resourcefulness; honesty; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services, Social Work, Special Education or Vocational Rehabilitation, and three (3) years of administrative experience working with underserved populations; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Human Services, Social Work, Special Education or Vocational Rehabilitation and five (5) years of experience as described in (A) above.

DISABILITY RESOURCE COORDINATOR II**Page 4**

***SPECIAL REQUIREMENTS:** (1) Candidate must obtain and maintain certification in Work Incentive Counseling and Benefits Advisement within six (6) months of appointment; (2) Candidate must also hold either a CARC (Certified Addiction Recovery Coach) certification or a CRPA (Certified Recovery Peer Advocate) certification; and (3) Candidate must possess a valid driver's license.*

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.

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