Program Coordinator, UAS 1522  
WorkAbility IV  

Salary Range: $62,000 – 68,000 /annually  

Work Schedule. This is a full-time position: Monday – Friday 8:00 a.m. – 5:00 p.m.; exempt position. This is a grant-funded position which expires on June 30, 2019 and is subject to renewal based upon availability of funding. This position is eligible for benefits.

Essential Functions: The WorkAbility IV (WAIV) Program is an employment preparation and job search assistance program for Cal State LA undergraduate and graduate students with disabilities. The program is a cooperative partnership between the University and the California State Department of Rehabilitation (DOR). As such, the incumbent is required to adhere to all relevant guidelines and requirements of the DOR contract, and ensures fulfilling the goals of the contract. Under the supervision of the Director of the Office for Students with Disabilities (OSD), the incumbent is responsible for the day to day operations and leadership of the Work Ability IV (WAIV) Program.

Duties:  

25% - Design and ensure effective delivery of program services to Cal State LA students. Includes providing individualized, one on one WorkAbility contract services including intake and assessment, employment preparation (resume, cover letter, and application development; interview preparation; workplace readiness and job retention counseling; etc.); training in, and assistance with, job and internship search, and post-placement follow up; relevant disability and job related counseling; and maintaining regular on going contact with participants through their employment preparation, job search and post placement periods.

25% - Timely fulfillment of contract case notes, participant case notes, participant record keeping, and reporting obligations, including creation and delivery of individual participant monthly progress reports to DOR.

20% - Design, implement, and monitor all WAIV budget activities, including invoicing, purchase orders, certified match, and program payroll. Assist in grant renewal contract documents.

10% - Oversee development, and training of WAIV program staff.

10% - Close collaboration with affiliated staff from Department of Rehabilitation (DOR), and Cal State LA OSD and Career Center. Communicate with DOR counselors regarding progress, issues, needs, etc. of WorkAbility participants.

5% - Lead program and workshops. Campus and community outreach to promote the program, networking and establishing with employers and business organizations in order to identify and secure employment opportunities for program participants.
**Requirements:** The incumbent must have equivalent to graduation from a four year college or university in a related field. The incumbent must have three years of progressively responsible experience service design and delivery, operations, and/or administration of a grant program or employment development program, as well as experience working with individuals with disabilities. The incumbent must have knowledge and experience in developing, implementing, and monitoring contracts and budgets. The incumbent must have general knowledge of CA Department of Rehabilitation rules and regulations governing the WorkAbility IV program. The incumbent must also demonstrate an interest and/or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

**Desired Qualifications:** Equivalent to graduation with a Master’s degree from an accredited four-year college or university in one of the behavioral sciences, public or business administration, or a job related major. Two years’ experience supervising or serving in a lead capacity with a WorkAbility III, IV or other employment development programs.

Review of applications/resumes will begin October 4, 2017 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf