

**Chaffey College
Disability Programs & Services**

EMPLOYMENT OPPORTUNITY

Position: Professional Expert-Placement Specialist

General Duties:

- ❖ Participate in the development and delivery of a comprehensive job placement program for students with disabilities.
- ❖ Engage in competitive employment job placement, job coaching and follow-up services between student and employer.
- ❖ Provide direct job placement and job coaching services to eligible students with disabilities.
- ❖ Maintain tracking system for monitoring student progress and obtaining follow-up data.
- ❖ Provide information and updates on students' progress as required under the Department of Rehabilitation contract.

Qualifications:

- ❖ Bachelor's degree from an accredited institution of higher learning or equivalent combination of graduation from high school and related work experience.
- ❖ One year of experience in developing jobs for individuals high school age and older who have physical, learning, developmental disabilities or exceptional needs, preparing and placing them in competitive employment.
- ❖ Demonstrated ability to communicate effectively orally.
- ❖ Demonstrated ability to provide professional written reports and documentation of service activities.
- ❖ Demonstrated ability to establish and maintain cooperative relationships with employers, faculty, staff, and administrators.
- ❖ Demonstrated ability to relate empathetically with students of diverse ethnic, cultural, and academic backgrounds with varying degrees and types disabilities, and needs.

Special Conditions:

- ❖ Requires extensive traveling.
- ❖ Must be able to transport students to and from prospective employers in district vehicle.
- ❖ Varying work hours according to student needs.

Compensation:

- ❖ Hourly rate of \$25/hour, based on a 40 hour work week.

Please complete/send district application and resume to: [Sharlene Smith](#)
[Director, DPS](#)
[5885 Haven Ave.](#)
[Rancho Cucamonga, CA 91737](#)