**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