



Chris Hartley, Ed.D.  
Superintendent

## Humboldt County Office of Education Lead Vocational Caseworker Transitional Partnership Program and Workability

### **Job Summary:**

Ten month position to work in the Transition Partnership Program (TPP) under the general supervision of the TPP/WA1 Program Manager and in conjunction with the State Department of Rehabilitation (DOR).

### **Examples of Duties**

The Lead Vocational Caseworker will, under the direction of the TPP/WA1 Program Manager, ensure completion of the objectives in the scope of work. Examples of duties include, but are not limited to:

- Act as the first line of request and resource for supervisor and staff regarding program issues to ensure contract goals are met;
- Consult and advise staff, as requested, regarding case management issues, such as student placement, vocational goal development and relationship with home district.
- Regularly plan, prepare and conduct TPP program staff meetings, interagency meetings, student case staff meetings and in-service trainings;
- Act as a liaison for TPP and DOR to strengthen delivery of services with other partner agencies (i.e. Disabled Student Services at College of the Redwoods and Redwood Coast Regional Center);
- Regularly develop and implement policies and ethical best practice standards that meet DOR regulations and guidelines (i.e. development of application process guidelines and pre-employment paperwork guidelines, use of Outlook for reporting and case management activities);
- Identify and plan for staff training needs;
- Provide staff trainings as needed and requested;
- Participate in the selection of all new staff;
- Train and supervise new staff in the Rehab process, effective case management strategies, policies, procedures, resources, reporting guidelines, special education laws, rules and regulations and forms required for the position;
- Provide input to supervisor for formal evaluation of new employees.
- Work directly with students to deliver services provided through the Workability and TPP/DOR contracts. Delivery of services will include both one-to-one meetings and classroom presentations.

**Education Standards**  
**Education and Experience**

Bachelors Degree and two years of case management experience with students with disabilities; or AA and 4 years of case management experience with students with disabilities; or 6 years of case management experience with students with disabilities.

**Knowledge of:**

- Laws relating to employment of minors and the Americans with Disabilities Act;
- Department of Rehabilitation program options and eligibility requirements;
- DOR policies regarding the Transition Partnership Program;
- Humboldt County Office of Education personnel policies;
- Student employment laws, rules and regulations;
- Special education laws, rules and regulations;
- Career paths and future educational opportunities for clients;
- Various handicapping conditions and their effect upon the productivity and work site accommodations.

**Ability to:**

- Organize and implement appropriate staff meetings, student staffings and agency inservices;
- Problem-solve and be solution oriented;
- Represent HCOE as the TPP liaison with outside agencies;
- Work effectively with staff from TPP, DOR and other partner agencies;
- Train staff using both written and oral communication effectively;
- Read and interpret laws and regulations affecting students with disabilities;
- Use appropriate software including Outlook, Word and Excel;
- Work independently with minimal supervision;
- Supervise the work of others as requested;
- Manage task priorities to meet deadlines;
- Maintain accurate records.

**Physical Requirements**

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including;
  - Visual acuity sufficient to work at a computer screen frequently and throughout the day read written documents and other related materials, near and far acuity, depth perception, color vision sufficient to recognize people, words and numbers;
  - Ability to sit for prolonged periods of time;
  - Speaking and hearing ability sufficient to hear over phone, carry on routine conversations, and speak to a group in a classroom setting;
  - Ability to lift up to 25 pounds.

Range: 39

Personnel Commission Approved 2/8/05 – File: Archived 2018

Personnel Commission Approved 11/13/2018