

Code: 3026  
Health and Welfare Service  
Medical and Social Service Group  
Human Relations Series

**CLASS TITLE: Program Coordinator-Disability Services**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, supervises the marketing and implementation of the employment services programs for the Mayor's Office for People with Disabilities (MOPD); and performs related duties as required.

**ESSENTIAL DUTIES:** Develops employment program initiatives to meet the needs of people with disabilities; supervises the intake, assessment and referral of individuals interested in and eligible for the employment program; prepares agreements with delegate agencies to provide employment services in areas of resume writing, interviewing and job search assistance to people with disabilities; supervises the monitoring of employment service agencies to ensure they provide the agreed upon services; supervises the conduct of surveys at employment training sites to ensure that sites are accessible and that they maintain adequate assistive technology and training equipment to service clients.

Informs employers of the various financial incentives and benefits of hiring people with disabilities and encourage their participation in the department's employment and training programs; negotiates employment agreements with companies who hire individuals through the department's employment programs. Coordinates and supervises the conduct of sensitivity awareness, accessibility and reasonable accommodations training for employers and their staff; assists in preparing grants for program funding; serves as a departmental representative to community organizations and on planning committees addressing issues and concerns of the disabled.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in the Social Sciences or directly related field supplemented by three years of progressively responsible experience in the development and implementation of employment programs for people with disabilities including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of employment programs and services available to assist the disabled. Considerable knowledge of assistive technology and devices available to disabled persons. Considerable knowledge of financial incentives and benefits

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available to employers for hiring people with disabilities.

Ability to develop employment resources for disabled clients. Ability to plan, supervise and evaluate the work of others. Ability to prepare agreements with delegate agencies for the provision of employment services to the disabled. Ability to establish and maintain work relationships with others. Ability to prepare work reports.

Considerable skill in assessing the employment needs of people with disabilities. Excellent oral and written communications skill. Excellent human relations skills.

Working Conditions. General office or equivalent environment.

Equipment. Standard office equipment and telecommunications device for the deaf.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2001