

# BCRC, Inc.

**Position:** Transition Specialist for high school students  
**Job Status:** Part time, Monday – Friday, 25 -28 hours week, daylight hours, 7:30 a.m. 3:30 p.m., 4 days a week. This is ongoing position which runs in conjunction with the school year, summers off.  
**Location:** Center Township, 131 Pleasant Drive 2<sup>nd</sup> floor, Aliquippa, PA 15001

## **Job Description:**

- Reporting to the Supervisor for Youth Services, the High School Transition Specialist will be responsible for providing support that helps individuals with disabilities to building a bridge between school and the opportunities of adult life.

## **Key Job Responsibilities:**

- Instructs students in all areas of transition from a school to adult environment including vocational, secondary education, independent living, and community involvement
- Aides in development and execution of students Life Plan with transition team
- Creates classes and curriculum as necessary
- Arranges and coordinates job shadowing experiences and vocational tours of community businesses
- Records and tracks clients progress and required program documentation
- Develops and maintains community assessment sites
- Informs clients about the special allowances and supportive services available to them, and the process of obtaining needed services
- Implements goal plans and behavioral management plans in a consistent and positive manner
- Uses positive approaches to motivate students and maintains student confidentiality
- Provides systematic skill training for all clients being supervised
- Maintains accurate and complete records
- Maintains a flexible schedule
- Transports clients as needed using company and personal vehicle with mileage reimbursement

## **Qualifications:**

- High school diploma or equivalent
- Some post-secondary training / education preferred
- Experience working with individuals with disabilities helpful not necessary, training will be provided
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver's license
- Able to pass background checks and clearances

**Wage:** Starting at \$12.00 / hour