Partners for
Youth with Disabilities

Pre-Employment Program Specialist

20 hours per week

Partners for Youth with Disabilities (PYD) works to create a world where young people with disabilities will be able to live with dignity and pride in who they are, and to lead self-determined lives filled with purpose. To make this happen, we build the skills and abilities of young people with disabilities, and increase the inclusivity of workplaces, organizations, and communities.

For over 25 years, PYD has offered the Career Readiness Program, a career-readiness program for youth with disabilities that addresses barriers to employment, graduation and academic success in meaningful and measurable ways. PYD's Career Readiness Program partners with Boston Public Schools (BPS), state rehabilitation agencies, Greater Boston Area high schools, and community partners to serve students through classroom learning, real-world experiences, internships, and professional mentoring. Additionally, the Career Readiness curriculum can be purchased by non-profits and educational institutions nationally.

PYD is collaborating with the Massachusetts Rehabilitation Commission (MRC) to deliver Pre-Employment Transition Services (Pre-ETS) for students with disabilities (ages 14-their 22nd birthday). The objective of the Pre-Employment program is to provide light touch, soft skills training and career exploration opportunities for students with disabilities. The Pre-Employment program provides the five required Pre-ETS services including: work-based learning experiences, job exploration counseling, workplace readiness training, self-advocacy/peer mentoring, and counseling on post-secondary education or training programs.

Key duties of the Pre-Employment Program Specialist include, but are not limited to:

- Provide classroom instruction and support to students during all PYD Pre-Employment Program sessions taking place in various community locations
- Differentiate and adapt curriculum as needed for participants based on tier/skill level
- Assists with developing and maintaining relationships with local employer, education and community partners
- Coordinate logistics with education partners and some local community business partners and lead one-day community based real-world experiences
- Maintain weekly case notes on participating student progress using data management system.
- Provide job counseling to students participating in internship experiences, including weekly in-person check-ins with each intern and internship site supervisors
- Review interns' goals and discuss internship expectations and responsibilities.
- Provide one to one instruction during training for students needing additional supports to access the curriculum
- Assist the Pre-Employment Program Administrator with Pre-Employment Program outreach, intakes, and enrollment as needed
- Attend bi-weekly PYD staff meetings

- Attend Career Readiness team meetings and supervision check ins
- Assist with Career Readiness and agency wide special projects as they occur
- Reports to Pre-Employment Program Administrator

Qualifications*:*

- BA/BS and 2-3 years work experience in the education and/or disability field
- Excellent verbal and written communication skills
- Experience with and passion for working with youth with disabilities
- Experience working in a school setting
- Ability to adapt creatively to meet the needs of multiple learning styles
- Detail-oriented and organized
- An inclusive and humble attitude
- Ability to effectively manage time, multitask, and meet competing demands
- Ability to think outside of the box
- Ability to work both collaboratively as part of a team and independently
- Flexibility and a good sense of humor
- Must be able to independently navigate to community partner locations throughout the Greater Boston area (e.g. MRC area offices, schools, employer partners, class locations)
- Ability to work remotely if needed
- Available to possibly run programming on weekends or evenings
- Bilingual skill in ASL, Spanish, Haitian Creole or Mandarin desired

Compensation: Salary range $18-$19 per hour with a generous benefits package.

FLSA Status: Non-Exempt

To apply: Please send a resume and cover letter to Rebecca Cronin at rcronin@pyd.org

The filling of this position is dependent on PYD's receiving a state-funded contract. Hiring and the length of the term of engagement will be contingent on the agency receiving the expected funding.

We encourage people with disabilities, BIPOC (black and/or indigenous people and people of color), multi-lingual speakers, people of any religion or ethnicity, and ASL speakers, of all gender identities and socio-economic backgrounds to apply.

Committed to providing our employees with the support & accommodations they need to be successful.