Job Title: Vocational Development Specialist

Grade: CS 11	Salary Range: $68,870 - $88,787

Job Summary:

This position is located in the Department of Human Services (DHS), Office of Work Opportunity (OWO), and Economic Security Administration (ESA). ESA is responsible for administering public assistance programs in the District of Columbia, including Temporary Assistance for Needy Families (TANF), Food Stamps, Medical Assistance, and General Assistance for Children (GAC). The mission of the administration is to reduce poverty, promote economic independence, and assist needy individuals in achieving self-sufficiency through employment and participation in work-related activities.

The purpose of this position is to provide comprehensive vocational development services to customers who are eligible for the TANF grant and/or TANF services.

Duties and Responsibilities:

Interviews and makes assessments of identified customers to obtain information on vocational, educational, environmental, social, family development, and behavioral health history to determine appropriate services and support to meet the customer's individual needs.

Provides a wide range and variety of services such as: the planning of training programs; counseling and motivation of identified individuals and help assist them to adjust successfully to the training or work situation; follow- up and post closure services to enhance job readiness; case management through the coordination of services for identified individuals; and the provision of job readiness and placement services

Works closely with community partnerships such as community based organizations, governmental agencies, TANF Employment Providers, landlords, emergency shelter staff, and others, on barrier remediation intervention issues such as homeless services, behavioral health, children's education, family engagement, and financial support.

Evaluates information and its relationship and impact to customers' current potential vocational and educational status. Determines when supplemental supports are needed to address customers overall success to financial independence and arranges for such training.

Develops an initial and possibly detailed Individual Responsibility Plan (IRP) in consultation with the customer and other Secondary Service Providers (SSP) that addresses the customers' self-sufficiency goals and each identified barrier to self-sufficiency. May work

Qualifications and Education

Undergraduate and Graduate Education with major study in vocational rehabilitation, vocational or educational counseling, or other fields related to the position; OR

Applicants must possess at least one (1) year of specialized experience which is equivalent to the CS-09 grade level in the District of Columbia government service. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of qualifying specialized experience may include work that provided: knowledge of training practices, techniques, and requirements and training pertinent to vocational development or rehabilitation; provided experience in obtaining and applying

: 1015 Half Street SE, Washington DC, 20003

: dchr@dc.gov

: (202) 442-9700