

Job Title	Part Time Transition Specialist
Employer/ Agency	Houston Community College
Job Description	<ul style="list-style-type: none"> • Provide intensive, personal coaching for Vocational Advancement and Social Skills Training (VAST) students regarding successful transition topics, including study skills, realistic career and employment goals, funding, services, self-advocacy and independent living services to assist them with transferring to credit certificates, successful completion of VAST, setting realistic career goals and assisting them with developing a realistic vocational plan.. • Assist with marketing and recruitment of potential students by attending and presenting at High School Transition Fairs, presenting at meetings and coordinating an onsite College Days. • Represent HCC at high school career nights and events sponsored by our community partners
Qualifications	<p>EDUCATION</p> <ul style="list-style-type: none"> • Bachelor Degree required in education, special education, psychology or social work or related field. <p>EXPERIENCE</p> <ul style="list-style-type: none"> • Minimum (2) years relevant work experience in Special Needs Area (Ex. Coordinator and/or Specialist) working with high school students with disabilities 17-22 yr. age range. • At least 2 years working with students with disabilities, system advocacy and community organizing. • Knowledge of Disability Employment issues, benefits – Houston Mayor’s Commission on Disabilities, Mayor’s Office for Persons With Disabilities, Workforce Solutions, Social Security Administration, Dept. of Assistive and Rehabilitation Services (DARS) among others, to include becoming familiar with U.S. Dept. of Labor (office of disability employment) guidelines, trends, facts • Knowledge of The American Disability Act and the Transition Services Process in area high school special education area • Possess skills and abilities to design and implement career and transition programs

	<ul style="list-style-type: none"> • Proficient with MS WORD/EXCEL/PowerPoint, using Adaptive and Assistive Technologies
Salary/Hours	Part Time, DOE
Employer/Agency	HCC
Contact	Ana Calvo
Application Method	https://hccs.referrals.selectminds.com/jobs/vast-transition-specialist-staff-pool-1184 Email ana.calvo@hccs.edu for more information on the position.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.