

Youth Transition Specialist – KYTN Program, Wyandotte County

TIME: Full Time
BENEFITS: Health, Dental, Cafeteria Plan
SALARY RANGE: \$20/hr.
STATUS: Non-Exempt
REPORTS TO: KYTN Program Manager



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

GENERAL JOB DESCRIPTION

This individual is responsible for providing Transition Services to youth and young adults with disabilities, age 10-24, through the Grant-funded Kansas Youth Transition Network (KYTN) Program. Responsibilities include attending Youth Transition Alliance of Wyandotte County (TYAWC) meetings, engaging with the community through outreach and attending relevant events, working one-on-one with youth enrolled in the KYTN program to assist them in reaching their transition, employment, education and independent living goals, and engaging and networking with community partner organizations. This individual is also responsible for assisting with the KYTN IEP Podcast program, including recruiting participants, participating in podcasts, editing and producing the finished product to be shared. This individual will direct his/her work complementary to the spirit and intent of the independent living philosophy. The KYTN Program Manager supervises the individual in this position.

DUTIES AND RESPONSIBILITIES

- Conduct Youth Transition training in accordance with the philosophy of independent living. This includes assisting consumers with identifying goals, then developing and implementing individualized training plans to meet the goals. Youth Transition training includes but is not limited to the following areas: Post-secondary education and/or career/job development, resume-building and interview-readiness, effective communication, money management, daily living skills, self and individual advocacy, assertiveness, and socialization.
- Assist in all aspects of the IEP Podcast program including recruiting, hosting and producing the podcast
- Increase consumer awareness and understanding of their rights and responsibilities under nondiscrimination law, and avenues available to ensure enjoyment of these rights.
- Conduct outreach in Wyandotte County to spread information about the KYTN program
- Engage community members, community organizations, service providers and other stakeholders to strengthen partnerships and collaboration around youth transition.
- Seek out and attend community events and opportunities to network within Wyandotte County
- Work with elementary and middle school youth on early transition-readiness skills including: social engagement, self-advocacy, effective communication, community and peer engagement, self-care, hobbies, interests, skills and talents assessments, goal-setting and adaptability
- Work directly with local schools, virtual schools, home school associations, and educators to support the activities of the grant and how to access students who may be interested in participating.
- Attend student Individual Education Plan (IEP) meetings when appropriate
- Assist in organizing and promoting events through TYAWC, including USD 500 Professional Development Days, in-school/in-class group training, hosting tables at community and school events including Parent-Teacher conferences, book fairs, cultural events and other youth-focused events
- Assist with social media management involving the KYTN Program, including the TYAWC Facebook page
- Enroll new students in the KYTN program through a survey link and conduct intakes with required paperwork
- Facilitate consumer meetings and timely completion of Transition plans and/or goals, providing services according to those goals
- Maintain appropriate interpersonal relationships with consumers, staff and peers.
- Enter consumer and community goals, services and activities in the agency database daily, complete a monthly Center Report and other reports as needed.
- Keep appropriate records and submit required reports in a timely and professional manner. This includes consistent entry of consumer goals, services, and community activities in the agency database; monthly completion of a Time and Effort Report, a monthly Center Report, and other reports as needed.
- Other duties as assigned

REQUIRED QUALIFICATIONS

- B.A. /B.S. degree OR equivalent experience in disability rights advocacy or human services-related field, OR Currently working towards degree OR equivalent work experience

- Demonstrated technical ability in running audio equipment, editing audio files and engaging with youth in an upbeat, engaging manner
- Knowledge of the requirements of the ADA, Fair Housing Act, "Kansas Act Against Discrimination" and other disability rights laws
- Demonstrated commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal access, and individual and systems advocacy.
- Demonstrated ability to engage with youth and teach self-advocacy skills to people with disabilities and provide individual advocacy as appropriate to the situation.
- Demonstrated ability to problem-solve with creative, individualized approaches.
- Demonstrated interpersonal skills. Knowledge of and ability to work with community resources.
- Demonstrated verbal and written skills sufficient to use Youth Transition skills training materials, and report on individuals' progress.
- Creative planner with good organization and documentation skills.
- Knowledge and experience using a personal computer.
- Willingness to work flexible hours including some evenings.
- Demonstrated ability and willingness to work cooperatively with others.

PREFERRED QUALIFICATIONS

- Direct experience working with marginalized and/or under-resourced youth
- Demonstrated ability to collaborate with community resources.
- Experience as a disability rights advocate.
- Qualified person with a disability.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.

The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.