



Job Title:	CIL Youth Services Coordinator	Job Category:	Hourly
Department/Group:	GVRA		
Location:	NWGA CIL	Travel Required:	Travel Required
Level/Salary Range:	\$18.22/Hour	Position Type:	Full-time- 40 hours/week
HR Contact:	Katie Duncan	Date Posted:	
Will Train Applicant(s):	Will Train Qualified Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Please submit resumes:			
EMAIL: Choltzclaw@nwgacil.org Subject Line: CIL Youth Services Coordinator		MAIL: Christina Holtzclaw NWGA Center for Independent Living 527 Broad Street #101 Rome, GA 30161	
Job Description			
ROLE AND RESPONSIBILITIES Job duties include but are not limited to: Under the supervision of the Executive Director, the Pathways to Partnerships CIL Youth Services Coordinator will coordinate, plan, and direct the implementation of the Pathways to Partnerships children and youth with disabilities services program. <ul style="list-style-type: none"> • Oversee the implementation of the Pathways to Dreams: 10-14 year old Pre-ETS Instructional Program. • Oversee the implementation of the Pathways to Dreams: Bridging the Gap Program. • Assist in stakeholder partnerships with regional local educational agencies (LEAs), Vocational Rehabilitation (VR) Counselors, Georgia Vocational Rehabilitation Agency (GVRA), service providers, state and local agencies, and private businesses. • Develop and maintain collaborative efforts with LEAs, VR Counselors, and other children and youth support networks. • Maintain relationships with project collaborators in particular VR Counselors, LEAs, school transition staff, school administrators, teaching staff, parents, and special needs support staff. • Schedule and facilitate routine Center for Independent Living (CIL) meetings with Pathways to Partnerships Educator Liaison(s). • Assist and oversee completion and submission of weekly student attendance documentation. • Train and provide technical assistance at program sites and replications. • Actively reflect and refine programming to maximize the P2P Mission and children and youth services' goals. • Maintain documentation regarding program model. • Develop and implement a plan for working specifically with school systems and parents. • Provide professional learning, direct over site and support to Pre-ETS CIL instructors. • Accompany instructor(s) to initial lessons and as needed to assist with establishing routines, adapt material for students' needs, and provide feedback. 			



- Provide professional development to children and youth service support staff and other stakeholders.
- Provide direct over site, collaboration and support to affiliated LEAs and schools.
- Recruit participants in school systems to be a part of the Pathway to Dreams Pre-ETS 10–14 year old instructional program.
- Establish assessment and evaluation relationships with stakeholders.
- Assist and oversee P2P data collection (CIL monthly services and outreach for children and youth groups) and submitting of monthly data to GVRA Staff.
- Collaborate with P2P team members to establish and conduct LEA and CIL mid-year and end of year meetings to assess quality of programming.
- Apply continuous improvement based on evaluation data, including feedback from program participants and stakeholders.
- Revise and grow program based on data collected.
- Oversee the completion of and reporting of “Weekly Highlights” newsletter for each grade level on lessons provided each week for each applicable district and send to school and district level leadership, schools points of contact, and CIL Staff supporting P2P implementation.
- Create email groups for parent cohorts ensuring confidentiality of personal information and use to distribute weekly parent letters and CIL programming/events.
- Meet regularly with CIL instructor for curriculum support/adaptation.
- Meet regularly with CIL Director and designated CIL Staff to create, review, and monitor the 3060-90 Action Plans.
- Collaborate with designated CIL Staff, GVRA, LEA staff, and school administration to develop and plan P2P events, such as CIL Open House/Tour/Field Trip, Awards Night for cohorts, 1 day summer camp, Roosevelt Warm Springs (RWS) Tour, Summer Camp opportunity, etc.
- Attend children and youth outreach events using designated sign in form for required data collection.
- Submit completed forms to designated GVRA Staff following each event.
- Meet annually with GVRA Staff to include P2P project coordinator, P2P project manager, P2P educator liaison(s) to determine sustainability plan and potential replication in other schools and/or districts.
- Request approval for any fliers/handouts from the CIL, at least 2 weeks in advance to review and submit to designated LEA district staff for distribution approval.
- Verify, and keep documentation of, all CIL Pre-ETS instructors and CIL Pre-ETS support staff have met LEA background check and Mandatory Reporting and Confidentiality requirements.
- Collaborate with P2P team members to establish and conduct annual meeting to identify participating schools and complete enrollment procedures.
- Network and outreach with different agencies including GVRA, State Educational Agencies, Local Educational Agencies, and other interested parties.
- Provide professional training, support, and services to expand capacity and increase competitive integrated employment (CIE).
- Promote cultural change in the vision and expectation of competitive integrated employment (CIE) for all persons with disabilities, with a focus on outreach to VR counselors, youth service providers, employers, children with a disability, youth with a disability, families, advocates, and others.
- Other duties as assigned by the CIL Executive Director. Attend all P2P Core Work Group Meetings applicable to the CIL service area.



Also, must possess the following additional skills:

- Pass a background check
- Critical Thinking
- Professionalism
- Work with all groups of people
- Self- Starter
- Self- Motivated
- Energetic/Positive Attitude
- Team Player
- Owns reliable transportation
- Detail- Oriented
- Honest- with Integrity
- Computer Literate
- Ability to manage time wisely
- Leadership skills
- Adaptable
- Dependable

QUALIFICATIONS AND EDUCATION REQUIREMENTS Education/Certification: Minimum bachelor's degree from Accredited College or University preferred. Experience: Successful teacher training and/or teaching experiences preferred with experience in special needs instruction.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	