**THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE**

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| **Job Title:**  **Transition Specialist** | **Job Code: TS4262022** |
| **Department: Supported Employment/ARC-WAY** | **FLSA Status: Non-Exempt** |
| **Reports to: Employment Services Coordinator** | |
| **Work Schedule: Fulltime Day Mon-Fri- 8am-4:30pm, OT as Needed** | |

**Position Summary:** Coordinates all Pre-ETS classes, plans, and develops curriculum for the Pre-ETS classes and summer programs and implements curriculum in classroom settings and summer programs. The Transition Specialist also serves as a job coach during the summer program.

**Job Duties:** Develops and implements curriculum for Pre-ETS classes. Selects, develops, modifies and/or adapts materials and resources which support learning. Instructs students in the classroom, on skills necessary for competitive employment based on the specific class authorized. Communicates with school staff to build rapport and to maintain positive relationships. Organizes teaching and student materials for efficient distribution and collection. Documents all services provided (including summer program) in a timely manner and in adherence with CARF standards. Completes billing paperwork due to ADRS for services provided. Plans and implements extra services as needed per the counselor and school instructor to include workplace and college tours. Implements summer program services. Job coaches participants during the summer program (JETS).

**Knowledge, Skills and Abilities Required:** Bachelor’s Degree preferred. DMH/ADRS Customized Employment Training, QUILTS Training, TRN Job Coaching required. Excellent communication skills with high school students with disabilities, school staff, and adults with disabilities required. Experience in working with students with disabilities in a classroom setting preferred. Experience job coaching individuals with disabilities preferred. Current AL Driver’s License required. May potentially need to be available to work flexible hours (some nights, weekends) so as to job coach onsite.

**Physical Requirements:** This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Ability to see, hear, read, type, use hands, drive, sit for extended periods of time at a computer

**Reasonable Accommodations:** Please also note that reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of the position.

Email resume or application to: [jobs@arcofjeff.com](mailto:jobs@arcofjeff.com) or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, AL 35212.