

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Disability/Workability III Specialist

**BASIC FUNCTION:** Under the supervision of the department coordinator, the Disability/Workability III Specialist provides ongoing support and maintenance of the Workability III grant from the Department of Rehabilitation. They also coordinate assessment services and accommodations for students with disabilities.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or student employee(s), including Federal Work Study students.

**REPRESENTATIVE DUTIES:**

1. Assists department director in preparing and facilitating WAIII Contract.
2. Manage and monitor WAIII budget.
3. Compile and complete invoicing with Department of Rehabilitation.
4. Maintains and creates reports in WAIII Database for Department of Rehabilitation client/students.
5. Represent DSS/WAIII program in meetings, seminars and workshops.
6. Maintain general knowledge of grant contractual revisions and requirements.
7. Conduct intake interviews with prospective students.
8. Facilitate accommodations each semester, including and not limited to, adaptive furniture placements in on-campus facilities, alternate media, and testing areas.
9. Assist in proctoring of course examinations in alternative formats.
10. Assist with registration for students with disabilities; make appropriate referrals regarding matriculation processes or other college resources.
11. Responsible for maintaining material of a highly sensitive and confidential nature.
12. May develop and implement student disability related workshops and training, both in face-to-face and online modules, for students, staff, and faculty.
13. Act as liaison between and coordinate with students, faculty, and staff and Department of Rehabilitation in providing accommodations.
14. Provides training to students in the use of adaptive equipment and computers, when necessary.
15. May assist on interviewing, hiring, and training student employees; maintain and submit all related human resources documentation for these groups.
16. Contribute to the development of unit goals, learning outcomes, and data for unit-level program review.
17. May communicate with students/faculty using accurate and fluent American Sign Language and Signed English.
18. Maintains current knowledge of state and federal disability-related rules and regulations as well as the District's rules, policies and procedures.
19. Maintains current knowledge of state and federal disability-related rules and regulations as well as the District's rules, policies and procedures.
20. Perform general clerical tasks, including assisting at the front counter; disseminates college-related information.
21. Participate in District-provided in-service training programs and Department of Rehabilitation quarterly meetings and Annual Contract Renewal training.
22. Maintain a friendly and supportive atmosphere for students, faculty, staff, and the public.
23. Perform other related duties as assigned.

July 2013

**EDUCATION:** An associate's degree or any combination of post-secondary education and experience equivalent to an associate degree is required. A bachelor's degree from an accredited institution is desired.

**EXPERIENCE:** Experience working with students with a disability in a post-secondary educational setting and proficiency in American Sign Language and manually coded English is desired.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** State and federal laws regulating services to students with disabilities and modern office practices, procedures, and equipment.

**ABILITY TO:** Interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; compile and maintain accurate and complete records; maintain confidentiality; establish and maintain effective working relationships with students, faculty, staff, and the community.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental personnel, students, outside agencies to acquire eligibility documentation and educational/psychological evaluations.

**PHYSICAL EFFORT:** Requires the ability, with or without accommodation, to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.