

PROGRAM: Berkshire Hills Music Academy

DEPARTMENT: Academic and Vocation

POSITION TITLE: **Vocational Advisor**

SUPERVISOR: Director and Asst. Director of Vocational Services

WORK YEAR/WEEKS: 12 Month Position

HOURS/DAYS OF JOB: As needed, up to full-time

EMPLOYMENT: Non-Exempt

GENERAL DESCRIPTION OF POSITION

The Vocational Advisor, under the guidance of the Director of Vocational Services, will use structured techniques to help individuals with intellectual and/or developmental disabilities learn to develop or maintain skills needed to be successful in a working environment. The position includes opportunities to work with individuals in 1:1 and group scenarios, both on campus and in the community. The position requires a proactive and creative person who can manage the various occupational goals of the individuals we serve.

On campus, we provide services that are entrenched in music, art, and movement. Do you think of yourself as creative person in human services, or looking to gain experience in that field? Send us your resume!

ESSENTIAL RESPONSIBILITIES OF THE POSITION

- Assist in supporting and/or developing individual's vocational skills.
- Document to individual's skill development and goals
- Support individuals in job searches
- Provide vocational assessments to explore employment interests and career options
- Monitor individuals' performances in a variety of work sites though visits and communication with employer
- Serve as a liaison between employer, BHMA, and individual
- Obtain employer evaluations

- Participates in a variety of meetings, workshops and community forums as requested by supervisor

ADDITIONAL DUTIES

- Participate in weekly department and individual supervision meetings
- Participate in semester progress meetings with students and families as needed
- Attend Family Weekend Activities, Graduation, as requested by the supervisor
- Attends all required staff trainings
- Attend Open House events as requested by supervisor
- Complete employee evaluation
- Support other program departments in teaching and learning as requested and appropriate
- Participate in progress meetings or IEP/ISP meetings as requested
- Other duties as determined by supervisor or ED

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma required
- Experience with and sensitivity to individuals with intellectual or developmental disabilities strongly preferred

REQUIRED KNOWLEDGE AND SKILL

- Knowledge of and experience with young adults who have intellectual or developmental disabilities
- Functional Computer skills
- Strong teaching skills
- Strong organizational skills
- Strong written and oral communication skills
- Certified in or willing to obtain MA state Medication Administration Program (MAP) certification, CPR, First Aid, and other certification requirements as mandated by BHMA and its associated agencies. All required certifications are paid-for or reimbursed by BHMA.

PHYSICAL REQUIREMENTS OF POSITON

Ability to sit for extended periods of time

Ability to stand for extended periods of time

Ability to lift up to fifty (50) pounds