



JOB DESCRIPTION

POSITION TITLE: **HSHT PROGRAM COORDINATOR**

POSITION CLASSIFICATION: PART-TIME/NON-EXEMPT

SUPERVISION RECEIVED: Works under the direction and supervision of the Operations Director.

RESPONSIBILITIES INCLUDE:

The Alachua County High School High Tech (HSHT) Program Coordinator will work from the [Center for Independent Living of North Central Florida's](#) (CILNCF) office in Gainesville. The position is intended to provide services to 17 high school students with disabilities attending partnering schools within the Alachua County School District.

MAJOR JOB FUNCTIONS INCLUDE:

- Coordinate the HSHT program at assigned schools and serve 17 students.
- Screen and refer HSHT program participants to appropriate CILNCF staff to ensure delivery of the Five Core Services to program participants.
- Record and track consumer data to establish consumer needs, priorities and goals.
- Coordinate services with other providers at the request of the consumer and/or in response to the needs of the HSHT Program and/or Center.
- Participate in team planning, training and evaluation activities.
- Attend community committee meetings, as assigned, and represent the interests of the Center and the HSHT Program.
- Serve as an advocate within the community to bring about positive change for youth with disabilities enrolled in the HSHT Program.
- Ensure that consumer files are maintained by keeping all information current and documented as to reflect the progress of the Independent Living Plan, including consumer logs, notes, goals, Releases, etc.
- Provide the required reports and statistics in a timely fashion.
- Enlist appropriate local businesses and community partners for the program.
- Ensure consistent teacher and administrative staff contact at the participating schools.
- Plan and organize program activities and inform all participants of scheduled activities.
- Coordinate community resources/businesses to be involved in program activities.
- Network within community to identify appropriate career experiences, as required by The Able Trust.
- Maintain professional contact with team players (including school board, schools, teachers, students, local businesses).
- Attend IEP meetings of each student consumer.
- Plan HSHT Year-End event.



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- Participate in all scheduled workshops, fieldtrips, career shadowing days, etc.
- Receive supervision and feedback in a professional manner.
- Perform other duties, as assigned.

QUALIFICATIONS:

- A knowledge and ability for developing appropriate content for program related classes, workshops and activities.
- Ability to initiate and facilitate activities and projects appropriate for program goals and to work independently towards the completion of such goals.
- Demonstrated computer skills.
- Ability to work together with other staff in a manner that fosters, supports and facilitates a cohesive team unit.
- Ability to work with consumers on a cross-disability basis.
- Awareness of community resources and larger systems serving people with disabilities.
- Bachelors Degree in related field. Four (4) years work experience with programs serving people with disabilities may be substituted for the educational requirement.
- Excellent verbal and written communication skills.