

Job Opportunity: Disability Resource Coordinator

The Ulster County Office of Employment and Training is seeking a dedicated **Disability Resource Coordinator (DRC)** to join our team. This full-time position plays a key role in strengthening career pathways for individuals with disabilities, including youth and those with intellectual and developmental disabilities.

As a DRC, you will:

- Build capacity within the Ulster County Career Center to better serve individuals with disabilities.
- Collaborate with state, local, and community partners to connect job seekers with resources and opportunities.
- Provide training to staff, businesses, and educators on disability rights, accommodations, and workforce inclusion.
- Support job seekers in accessing career and training opportunities, including Ticket-to-Work programs.
- Develop sustainability strategies to ensure long-term success of disability employment initiatives.

Qualifications:

- A. Possession of a Bachelor's degree and one (1) year of full-time paid, or its part-time equivalent experience in educational or training assessment, job development planning, employment counseling, or teaching experience developing alternate education resources; **OR**
- B. Possession of an Associate's degree and three (3) years of full-time paid, or its part-time equivalent experience in educational or training assessment, job development planning, employment counseling or teaching experience developing alternate education resources; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: Incumbents must obtain a recognized Work Incentive Counseling and Benefits Advisement credential within six (6) months of hire. Acceptable certification programs include those offered by Yang-Tan Institute at Cornell University or Virginia Commonwealth University. Once obtained, certification must be maintained throughout employment.

- Excellent communication skills with the ability to work across diverse stakeholders.
- Computer/digital literacy and ability to conduct remote meetings.
- Ability to pass a background check.

Details:

- **Job Type:** Full-time, 35 hours/week
- **Pay:** Starting at \$53,000 annually
- **Schedule:** Monday–Friday, 9:00AM – 5:00PM **OR** 8:30 AM–4:30 PM (some early mornings/evenings may be required)
- **Benefits:** Health, dental, vision, paid time off, pension, flexible spending account, and employee assistance program.

Application Deadline: October 15th

To apply, submit your resume and cover letter to **Sharon Williams** at shwi@ulstercountyny.gov. Only qualified candidates will be contacted for an interview.

Help us advance inclusive workforce development and make a lasting impact in your community!