



**CENTENNIAL  
BOCES**

Board of Cooperative Educational Services  
[www.cboces.org](http://www.cboces.org)

**Greeley Office**  
 2020 Clubhouse Drive  
 Greeley, CO 80634  
 970-352-7404 Office  
 970-352-7350 Fax

**Morgan County Office**  
 821 West Platte Avenue  
 Ft Morgan, CO 80701  
 970-867-8297 Office  
 970-867-6129 Fax

Briggsdale School  
 Estes Park R-3  
 Platte Valley Re-7  
 St. Vrain Valley Schools  
 Weldon Valley RE-20J

**Member Districts**  
 Brush RE-2J  
 Morgan County RE-3  
 Prairie RE-11J  
 Weld RE-1  
 Wiggins RE-50J

Eaton RE-2  
 Pawnee RE-12  
 RE-1 Valley  
 Weld RE-9

**VACANCY**

**Full Time SWAP (School to Work Alliance Program) Opening**

<b>Responsibilities</b>	To support and maintain a program for youth ages 15-24 to facilitate job development and job development related activities with the outcome of successful competitive job placement and/or readiness.
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Experience in the areas of secondary education, vocational rehabilitation or career development</li> <li>2. Public relations and/or coordinating experience</li> <li>3. Experience working with youth</li> </ol>
<b>Skills, Experience, Other Requirements</b>	<ol style="list-style-type: none"> <li>1. Assist in obtaining records and evaluations to determine DVR eligibility, assessment to determine goals and service needs, and program planning.</li> <li>2. Implement and coordinate planned services under the direction of the SWAP Coordinator and DVR Counselor.</li> <li>3. Provide and obtain services that result in successful competitive employment and community living. Services to include:             <ul style="list-style-type: none"> <li>➤ Vocational exploration and career development</li> <li>➤ Teaching of job seeking skills and facilitation of job seeking activities</li> <li>➤ Job development and placement in appropriate, career-oriented jobs</li> <li>➤ Job related instruction and supervision to develop specific job skills and general job behaviors</li> <li>➤ Development and supervision of on-the-job training provided by the employer</li> <li>➤ Development and coordination of post-secondary, classroom vocational training or academic education opportunities that result in competitive employment</li> <li>➤ Follow-up counseling and crisis intervention with youth, employers, and families for one year following placement in a job.</li> <li>➤ Independent living skills training relevant to successful employment and community living</li> <li>➤ Modeling and teaching self-determination, empowerment, and advocacy skills at work and in the community</li> <li>➤ Other services which support attainment of successful employment and community living</li> <li>➤ Create opportunities for job shadows in the community</li> </ul> </li> <li>4. Provide case-management to coordinate access to other services and agency linkages</li> </ol>



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	<ul style="list-style-type: none"> <li>5. Provide necessary reports to document service delivery, progress toward objectives, and attainment of goals</li> <li>6. Work well independently</li> <li>7. Demonstrate excellent communications skills verbally and written</li> <li>8. Integrate well in different school settings</li> </ul>
<b>Application Deadline / Interview Timelines</b>	Position open until filled.
<b>Employment Date</b>	Immediately
<b>Submit Application Materials To:</b>	Please complete online Applitrack application process at <a href="http://www.cboces.org">www.cboces.org</a> / Employment Opportunities. Please include cover letter, resume, and three current letters of reference by the application deadline.

Centennial BOCES does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Centennial BOCES compliance with Title IX, Section 504, Title VI, Title VII, American Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Opportunity Affirmative Action Compliance Office for Centennial BOCES, 2020 Clubhouse Dr., Greeley, CO. 970-352-7404.