



Career Coordinator, Post-secondary

Are you seeking a professional position that makes a difference in the lives of young adults?

Do you want to assist young adults as they pursue their dreams?

The Horizons School is seeking an experienced Career Coordinator who will...

- Work as a member of a dynamic team of educators
- Help young adults prepare for work and living independence
- Effectively network with community career partners
- Share professional experience and guide students to make adult decisions

Roles and Responsibilities

- Maintain high standards of professional practice
- Assess student vocational skills and abilities
- Guide students to implement career-related goals
- Build and maintain lasting business partnerships for student job development
- Advocate for the employment of individuals with disabilities
- Teach essential pre-vocational, life, and social skills for successful employment
- Respond to needs of students, faculty, and families
- Foster good relationships with vocational and social service agencies
- Maintain accurate and confidential consumer records
- Prepare summary reports of individual student progress
- Ensure safe working conditions for student trainees
- Advise individual students to manage challenging situations
- Represent the School during professional meetings
- Collaborate to seek external support for career development

Qualifications

- Undergraduate or graduate degree in rehabilitation, counseling education, or a related field from an accredited institution

- Transferable experience guiding individuals with disabilities to prepare for employment (assessment, individual and group instruction, job training, placement, and follow-up)
- Ability to model and instruct appropriate workplace behavior
- Excellent communication and customer service skills with attention to detail
- Knowledge of effective instruction and behavior management
- Exercise sound judgment and maintain positive work relationships
- Ability to collaborate with faculty, staff and community partners
- Flexibility in work hours and location. This position may require occasional evening work.
- Hold a valid driver's license and proof of auto insurance

About Us

The Horizons School is a non-degree transition program specifically designed to create personal, social, career independence and build self-determination skills for young adults (ages 18-26) with specific learning disabilities.

The Horizons School, Inc. is licensed by the Alabama Community College System as a private school with attractive facilities conveniently located in Metro Birmingham, AL. In its 30th year of operation, The Horizons School proudly celebrates the successes of its graduates and long-term relationships with students and families!

The Horizons School offers competitive wages and benefits such as paid vacation and sick leave, paid school holidays, employer-paid individual health insurance, retirement plan, optional dental and vision plan, and professional development assistance.

To inquire about this position, contact Dr. Brian Geiger,

bgeiger@horizonsschool.org

<https://horizonsschool.org/>

<https://www.facebook.com/horizonsschoolbirmingham/?fref=ts>

(o) 205 322 6606

The Horizons School is an equal opportunity program and does not discriminate against prospective or current students or employees on the basis of gender, race, color, religion, national origin, sexual orientation, disabilities, or veterans status pursuant to the requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act and other applicable statutes.