Disability Services Case Manager
Part-Time

Job Order 601988
June 4, 2019

Department: Disability Services
Reports To: Dean of Student Development
FLSA Status: Non-Exempt
Amount of Travel Required: 2-4 days per month around NWTC district
Salary Grade: PTF
Positions Supervised: None
Position # 07100298

LOCATION: Green Bay, WI
STANDARD HOURS: 3-4 days per week working 8am-5pm with one night scheduled until 6:00 p.m. This is a school year position with no summer hours. Flexibility is required to meet the needs of our students. Schedule to be determined at the time of hire.
MINIMUM STARTING SALARY: $23.09/hour
Anticipated Start Date: August/September 2019

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY
Coordinate and implement Accommodation plans, procedures, and guidelines throughout the NWTC district. Assist current and prospective students with disabilities in implementing and insuring accessibility to all college functions. Provide disability-related academic, career and personal case management; disability awareness advocacy, and general support to assist students with disabilities in achieving their goals.

ESSENTIAL FUNCTIONS
Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Provide intake and assessment of needs by reviewing documentation and interviewing students with disabilities to determine and authorize appropriate accommodations, evaluate and continually assess the student's stage of development (academic, career, and personal) and promote student growth by assisting students with establishing realistic and attainable academic and career goals. Advise students regarding resources, adaptive equipment, advocacy, recommended credit load, and curriculum planning to insure timely graduation. Consult with relevant professionals with appropriate releases of information as needed.
- Assist in recruitment of potential students (high school and returning adults) with disabilities and advise them of general academic requirements; Initiate recruitment events and work collaboratively with other teams to carry out events and increase completed applications of students with disabilities.
• Develop and implement retention strategies to increase student success consistent with College programs. Gather and interpret data to prepare and analyze reports for retention, tracking, and accountability.
• Implement case management plans for students. Review and evaluate career/education plan to match student needs and develop individual service strategy plans. Build and maintain relationships with students while balancing College policy and procedures.
• Maintain professional student records in accordance with ethical and legal standards, accommodations standards, required reporting, and College policy.
• Prepare and facilitate seminars to address academic, disability, and mental health concerns of students. Plan and implement campus wide awareness events throughout the year.
• Collaborate and consult with instructional, student development and community agency staff to provide referral and support services. Assess the psychosocial impact of the disability on the student’s academic progress.
• Promote access for students with disabilities to programs. Work to eliminate barriers to access including stereotyping and discrimination toward students with disabilities as well as enhancing sensitivity and awareness.
• Play active role in marketing and outreach of Disability Services, including but not limited to, developing web content, best practices, video creation, instructor notifications, and presentations.

POSITION QUALIFICATIONS

Competency Statement(s)

• Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
• Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
• Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
• Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
• Analytical Skills - Ability to use thinking and reasoning to solve a problem.
• Empathetic - Ability to appreciate and be sensitive to the feelings of others.
• Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
• Presentation Skills - Ability to effectively present information publicly.
• Relationship Building - Ability to effectively build relationships with customers and co-workers.
• Tactful - Ability to show consideration for and maintain good relations with others.
• Tolerance - Ability to work successfully with a variety of people without making judgments.

SKILLS & ABILITIES

Education: Minimum of Bachelor’s degree in Social Work, Special Education, Vocational Rehabilitation, Human Services or a related field.
Experience: Minimum three years of experience with a Special Needs population.
**An equivalent combination of education and work experience may be considered

Computer Skills
Microsoft Office Suite and ability to self-train on software needed for students with disabilities.

Other Requirements
Must hold a valid driver’s license and be insurable under the Districts standard insurance policy terms.

PHYSICAL DEMANDS

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift/Carry</th>
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<tbody>
<tr>
<td>Stand</td>
<td>F (Frequently) 10 lbs or less O (Occasionally)</td>
</tr>
<tr>
<td>Walk</td>
<td>F (Frequently) 11-20 lbs O (Occasionally)</td>
</tr>
<tr>
<td>Sit</td>
<td>F (Frequently) 21-50 lbs O (Occasionally)</td>
</tr>
<tr>
<td>Handling / Fingering</td>
<td>F (Frequently) 51-100 lbs N (Not Applicable)</td>
</tr>
<tr>
<td>Reach Outward</td>
<td>O (Occasionally) Over 100 lbs N (Not Applicable)</td>
</tr>
<tr>
<td>Activity</td>
<td>Frequency</td>
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<td>--------------------------------</td>
<td>------------</td>
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<tr>
<td>Reach Above Shoulder</td>
<td>O (Occasionally)</td>
</tr>
<tr>
<td>Climb</td>
<td>O (Occasionally)</td>
</tr>
<tr>
<td>Crawl</td>
<td>N (Not Applicable)</td>
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<tr>
<td>Squat or Kneel</td>
<td>O (Occasionally)</td>
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<tr>
<td>Bend</td>
<td>O (Occasionally)</td>
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<tr>
<td>Push/Pull</td>
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<tr>
<td>12 lbs or less</td>
<td>O (Occasionally)</td>
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<tr>
<td>13-25 lbs</td>
<td>O (Occasionally)</td>
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<tr>
<td>26-40 lbs</td>
<td>O (Occasionally)</td>
</tr>
<tr>
<td>41-100 lbs</td>
<td>N (Not Applicable)</td>
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**Key:**
- **N (Not Applicable)**: Activity is not applicable to this occupation.
- **O (Occasionally)**: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F (Frequently)**: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C (Constantly)**: Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.