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| **Position Information** |
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| Requisition Number  | 100852    |
| Job Title  | Prgm/Proj Coor III - Trainer    |
| Position Number  | 00008023    |
| Department  | Rehab Social Wrk Addictions    |
| Location  | Denton    |
| Is this an internal posting only?  | No    |
| Work Schedule  | Monday - Friday 8am - 5pm    |
| Department Overview  | The Department of Rehabilitation, Social Work and Addictions is an applied social science and professional training program in UNT's College of Public Affairs and Community Service. As its name implies, programs share a common commitment to bringing academic knowledge to bear on public issues and problems through research, education and service activities in the public, private and not-for-profit sectors.    |
| Job Description  | The Program/Project Coordinator III position is responsible for planning, coordinating and developing online employment courses in compliance with University and funding guidelines and regulations. Key duties include: \* Provide training for community rehabilitation personnel within designated area within specified timeframes. \* Plan, develop and produce state of the art material specific to the employment of persons with disabilities. \* Serve as expert on areas related to disability benefits including matters related to SSI, Medicaid, SSDI, Medicare, housing, Ticket to Work legislation and other disability related benefits. \* Develop and deliver quality presentations and participant feedback on topics related to assigned areas, including community rehabilitation. \* Provide technical assistance to community rehabilitation training participants as requested. \* Maintain current best practice knowledge in employment and disability including consumer assessment, job analysis, job development, job matching, retention, reasonable accommodation and vocational rehabilitation system and payments. \* Disseminate information about employment of persons with disabilities at state/national level. \* Provide training materials that are accessible to persons with disabilities. \* Identify and coordinate with additional subject matter experts/trainers to further develop materials or provide instruction, as need. \* Based on course design need, develop consultant work list which complies with budgetary parameters.    |
| Minimum Qualifications  | Bachelor's Degree in related field and four years of professional related experience; or any equivalent combination of education, training and experience which provides the following knowledge, skills, and abilities: \* Thorough knowledge of University policies and procedures related to functional area (or ability to rapidly assimilate) \* Thorough knowledge of Texas rules and regulations related to functional area (or ability to rapidly assimilate) \* Ability to plan and conceptualize and make sound business decisions \* Strong presentation skills \* Strong problem solving skills \* Strong critical thinking skills \* Ability to communicate effectively with diverse populations verbally and in writing \* Ability to develop and maintain effective working relationships \* Ability to work independently \* Knowledge of safety and security precautions appropriate to work performed.    |
| Preferred Qualifications  | \* Masters degree in rehabilitation or related field. \* Certified Rehabilitation Counselor certification (CRC)    |
| Special Instructions to Applicants  |    |
| Is this a security sensitive position?  | Yes    |
| Driving a University Vehicle?  | No    |
| Job Open Date  | 08-27-2010    |
| Pay Rate  | $3777.50    |
| Pay Basis  | Monthly    |
| Job Category  | Administrative/Professional/Technical    |
| Job Type  | Full-time Permanent    |

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