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CONTINUING EDUCATION COORDINATOR

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CONTINUING EDUCATION COORDINATOR

Req #: 116348
Department: REHABILITATION MEDICINE
Job Location: Other Locations
Job Location Detail: Montlake Terrace
Posting Date: 01/14/2015
Closing Info: Open Until Filled
Salary: Salary is commensurate with education and experience.

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoys outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

The Department of Rehabilitation Medicine was established in 1957. Our mission is to improve the function, level of independence, and quality of life of persons who have disabilities brought about by illness, injury, or of congenital origin. The Department fulfills this mission by providing regional and national leadership in patient care, education, research, and through its academic and clinical faculties, who represent a broad spectrum of scientific and clinical disciplines. The Department operates comprehensive rehabilitation services at five hospitals: University of Washington Medical Center (UWMC), Harborview Medical Center (HMC), Veterans Administration Puget Sound Health Care System (VAPSHCS), Children's Hospital & Regional Medical Center (CHRM), Overlake Hospital Medical Center (OHMC). Each hospital has multidisciplinary teams to provide both inpatient and outpatient services to persons with a wide range of disabling conditions.

The Department of Rehabilitation Medicine has an outstanding opportunity for a **Continuing Education Coordinator**. The individual in this position will provide technical assistance and continuing education to employees of the state Vocational Rehabilitation programs, community rehabilitation programs, and others involved in assisting people with disabilities to access and maintain employment in Alaska, Oregon, Washington and Idaho

Responsibilities:

- Conduct, design and implement training on all titles of the ADA for individuals and organizations within the Federal Region10. This training may occur face-to-face or via distance education. Provide on-site accessibility

assessments of building and other facilities. Develop and complete systematic evaluations in order to provide useful feedback regarding outcomes to sponsors, clients, administrators, staff and other relevant constituencies regarding Northwest ADA Center technical assistance and training.

- Provide technical assistance in complex cases, continuing education and technical consultation services related to compliance of facility and public rights-of-way with accessibility provisions of the Americans with Disabilities Act (ADA) and other -related federal and state requirements for professionals, businesses, state and local government agencies and consumers for a four state region (Region10 -Washington, Alaska, Idaho and Oregon). Provide technical assistance and training on employment provisions of the ADA and other employment-related federal and state statutes. Technical assistance and continuing education may occur by telephone, email, face-to-face or via distance education. Liaise with architects, engineers, building officials and others requiring specialized knowledge of accessibility-related standards and codes and transportation regulations. Collaborate with the National ADA Network as requested/needed.
- Design, develop, produce and evaluate accessible technical assistance documents, factsheets, web content, training resources and curriculum for the Northwest ADA Center federal grant H133A110015. Assist with writing and submitting requests for program training and research.
- As directed, investigate opportunities for funding and project development, including the establishment of partnerships and results for such activities. 10%
- Complete Outcome Management Systems (OMS) reporting and surveys on a regular or quarterly basis.
- Assist in the compilation and writing of grant progress reports.
- Attend appropriate academic and continuing education programs to remain up to date and informed of major trends in the field or rehabilitation and to related skills and knowledge.
- Collaborate and maintain strong partnerships with other ADA Centers and regional ADA anchors.
- Work with all staff at CCER to develop and conduct training programs and provide assistance to self-directed work teams addressing other Northwest ADA Center and CCER Activities.

Lead Responsibilities:

- Opportunity to lead and manage special project(s) as part of the team.
- Assist in writing grants for training and research; assist in compiling and writing grant progress reports.

For detailed information on Benefits for this position [click here](#).

REQUIREMENTS:

Bachelor's degree in related field AND three years' experience with state VR or partner agency. Equivalent education/experience will substitute for all minimum qualifications except where there are legal requirements such as license/certification/registration.

3+ years' experience providing curriculum development, design and providing continuing education on a myriad of topics and in multiple formats, as well as providing technical assistance, training and interpreting laws, rules, policies and procedures or other related services in an ADA or disability related program.

Equivalent education/experience will substitute for all minimum qualifications except where there are legal requirements such as license/certification/registration.

DESIRED:

MA/MS degree or higher in related field: Public Administration, Business Management or Administration, Rehabilitation Counseling, Juris Doctor or other related field.

Proven ability to develop, design and implement distance education/curriculum.

Experience working with specific disability population(s)

Strong skills in customer service, conflict management, public speaking, creative problem solving, time-management, and ability to work with cross-function teams

Ability to conduct thorough investigation or research and data analysis

Expertise in Assistive Technology, Microsoft office, Adobe Connect (or other multi-media software) and maintain subject matter expert in assigned areas of focus based on business needs, trends, and current research.

Condition of Employment:

Must be able to travel frequently on a regional and national basis

Application Process:

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Workforce Authorization, Criminal Conviction History, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.



The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.

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