



## Work Experience Supervisor

### Position Summary

The Work Experience Supervisor will be working in the Work Experience Program. This program is a work based learning experience that allows students with disabilities the opportunity to acquire competitive integrated work experiences and build their resume.

### The Work Experience Supervisor is responsible for the following:

The job duties listed are typical examples of the work performed by the Work Experience Supervisor, but may not be descriptions of all work performed.

- Develop Job Descriptions for Students to do Paid Work Experiences, both at SBI and in the community
- Develop orientation material including policies and procedures to assist Students to have success
- Assist the Student in completing employment documentation and be certain all are well understood by each Student
- Review communication protocol between Students, the SBI Supervisor and Counselor
- Determine if Short-Term Supports are needed; discuss with the WE interested parties to develop and to obtain authorization
- Conduct Initial Meeting to develop an Individual Service Plan (ISP) that is an outcome-oriented living document based upon goals and progress
- Issue Deferment Reports, if appropriate
- Complete monthly Progress Reports following Program Guidelines and complete a Final Progress Report
- Insure that SBI's Accountant has all of the information/documentation needed for payroll and related areas including the Cost Declaration
- Develop offsite locations through existing and new relationships in the community to enhance and increase the types of WE opportunities
- Maintain comprehensive records and files for each Student

### Required Skills

- Able to address employer concerns and negotiate resolutions
- Able to write clear and concise reports
- Possess an understanding of reasonable workplace accommodations with focus on natural supports that encourage independence
- Ability to forge and nurture relationships in the community

Possess good communication (written and verbal) and interpersonal skills

### Job Standards

- Bachelor degree from an accredited college or university

SBI is the only organization of its kind in the Greater Bay Area providing comprehensive rehabilitation for people with brain injuries and other cognitive disorders from post-acute through vocational training and job placement with a job coach. SBI is non-profit, CARF accredited and accepts Medicare.

Please e-mail your resume to [KStrasilla@SBIcones.org](mailto:KStrasilla@SBIcones.org).

Services for Brain Injury • 480 North First Street • San Jose, CA 95112 • [SBIcones.org](http://SBIcones.org)