

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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|-------------|---|---------------|-----------|
| JD #:       | <b>JD00102</b>                                    | Pay Grade:    | <b>10</b> |
| JD Title:   | <b>Program Coordinator, Disability Specialist</b> | JD FTE Hours: | <b>35</b> |
| Job Family: | <b>Student Services</b>                           |               |           |

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### General Description

Responsible for overseeing and delivering disability related education and academic accommodations, support, and counselling services to students with a wide range of disabilities and assists with access to funding supports. Complies with institutional policies, provincial and federal regulatory and statutory requirements.

### Representative Duties & Responsibilities

- Determine, develop, coordinate and implement appropriate individual education plans for students with disabilities.
- Ensure disability related accommodations are arranged for designated students.
- Interview students to determine specific accommodation needs.
- Analyze medical reports from external agencies and determine if they meet disability criteria.
- Provide ongoing counselling, support, and advocacy for students with disabilities.
- Assess academic, education, and other disability related needs of students.
- Ensure equitable access for students with disabilities to classroom activities, course requirements, programs, services and facilities.
- Organize and establish service delivery models for tests, exams, note taking, and transcription.
- Engage in ongoing problem solving surrounding disability services with various members of the University community.
- Provide seminars and workshops to the University community to facilitate awareness of disability issues on campus.
- Develop and deliver presentations which convey complex disability related issues and attitudes.
- Collaborate with other University departments in the provision of disability and education-related accommodation support for students with disabilities.
- Approve academic and non-academic accommodations consistent with University policies and practices, student needs, disability-related documentation and available resources.
- Recommend the allocation of supports and resources in the provision of accommodations.
- Refer individuals to community resources for support and diagnosis of disability.
- Provide case management support to students and family as it relates to academic and University accommodation.
- Provide support to families on education and disability-related needs.
- Consult with school board staff, teachers, and special education support staff with regards to post-secondary education for individuals with disabilities.
- Understand and explain medical data and make recommendations for program improvements.
- Make recommendations for scholarship awards, internal and external bursaries, and other funding supports.
- Make referrals to internal and external agencies.
- Provide general support to the department to ensure the disability services program within the University runs smoothly.
- Complete analyses and interpretation of evaluation data obtained regarding disability services within the University.
- Write reports that contain statistical information regarding the disability services program, and descriptive information regarding services.
- Use professional judgment to respond to signs of psychological distress, including signs of suicide risk or ideation.
- Arrange, coordinate and schedule the provision of support services including, but not limited to, note takers,

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## **Representative Duties & Responsibilities**

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- interpreters, captioners, and interveners.
- Write case notes pertaining to client history, annual progress, and treatment plans.
- Provide support in creating University policies including, but not limited to, senate policies, admissions, appeal procedures, human rights and equity, academic regulations, and accommodations.
- Create operational manuals which outline service delivery procedures.
- Design forms and records to gather and maintain data to be used when determining appropriate student and departmental needs.
- Design web pages, posters, pamphlets, and other promotional material to provide service information and directions to the University community.
- Design bursary support recommendations.
- Complete various calculations including, but not limited to, travel expense advances, and bursary applications and estimates.
- Conduct background checks on a student's prior disability accommodations.
- Complete searches pertaining to specific psychological and psychiatric conditions.
- Complete internet searches for information related to disability, medication, access technology, and other disability related needs.
- Consult with physicians, psychiatrists, psychologists, therapists, social workers, counselors and health care practitioners regarding students' needs.
- Consult with faculty and staff regarding student needs, policies, programs and procedures.
- Obtain quotes for bursary requests.
- Assess the immediate risk of a student's likelihood to harm self or others.
- Assign work tasks and provide support to peer helpers, interns and student volunteers.

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## **Supervision**

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- Ongoing responsibility for supervising up to 9 casual employees at any one time.

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## **Qualifications**

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- Master's degree in a relevant field of study.
- Requires 3 years of relevant experience.

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## **Effort**

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### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and conduct searches.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day occasionally requires routine mental effort for activities such as:
  - Word processing routine documents such as correspondence and reports.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Providing seminars and workshops to the University community to facilitate awareness of disability issues on campus.
  - Developing and delivering presentations which convey complex disability related issues and attitudes.
  - Assessing academic, education, and other disability related needs of students.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Developing individual education plans for students with disabilities.
  - Analyzing medical reports from external agencies and determining if they meet disability criteria.
  - Counselling students with disabilities.
  - Analyzing and interpreting data regarding disability services within the University.

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## Working Conditions

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### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.
- Frequently deals with emotionally charged situations that require listening, assistance, or support.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

|             |   |               |            |
|-------------|---|---------------|------------|
| JD #:       | <b>JD00102</b>                                    | Pay Grade:    | <b>10</b>  |
| JD Title:   | <b>Program Coordinator, Disability Specialist</b> | Total Points: | <b>623</b> |
| Job Family: | <b>Student Services</b>                           |               |            |

| Factor                    | Subfactor  | Level Rating | Points |
|---------------------------|--|--------------|--------|
| <b>Skill</b>              | 1. Applied Reasoning and Analytical Skills   | <b>5.0</b>   | 105    |
|                           | 2. Breadth of Knowledge  | <b>2.0</b>   | 13     |
|                           | 3. Adaptation to Change/Updating of Learning                                       | <b>2.0</b>   | 12     |
|                           | 4. Interpersonal Skill   | <b>5.0</b>   | 70     |
|                           | 5. Education and Experience  | <b>F3</b>    | 123    |
|                           | 6. Dexterity and Coordination  | <b>2.0</b>   | 12     |
| <b>Effort</b>             | 7. Physical Effort   | <b>1.0</b>   | 3      |
|                           | 8. Mental Effort   | <b>5.0</b>   | 100    |
| <b>Responsibility</b>     | 9. Planning and Coordination   | <b>3.0</b>   | 46     |
|                           | 10. Responsibility for Others  | <b>3.0</b>   | 55     |
|                           | 11. Accountability for Decisions Actions Affecting People, Assets, and Information | <b>3.0</b>   | 66     |
| <b>Working Conditions</b> | 12. Physical Environment   | <b>1.0</b>   | 3      |
|                           | 13. Psychological Environment  | <b>2.0</b>   | 10     |
|                           | 14. Health and Safety  | <b>1.0</b>   | 5      |