

CCIR Support Specialist

The Arc of Indiana is a state-wide, not-for-profit association that advocates for people with developmental disabilities and their families.

The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with intellectual and other developmental disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

Under the Workforce Innovation and Opportunity Act (WIOA), the U.S. Department of Labor requires all individuals employed at subminimum wage to receive Career Counseling Information and Referral (CCIR) training twice within their first year of subminimum wage employment and annually thereafter about employment options and competitive, integrated employment. The Arc of Indiana provides CCIR training, led by a self-advocate, for all individuals in Indiana with intellectual and developmental disabilities employed at subminimum wage. The Arc of Indiana is seeking responsible, committed CCIR Support Specialists to assist the main CCIR trainer in providing this training. This position reports to Director of The Arc Advocacy Network.

Responsibilities

- Collect and maintain accurate documentation, including attendance information and contact information for individuals seeking referral to VRS
- Provide transportation to main trainer for all trainings
- Set up and run technology for trainings
- Work with the main CCIR trainer and provide an additional support the CCIR trainer may need

Essential Job Qualifications

- Must have reliable transportation
- Must have good organizational and communication skills
- Must have experience working with individuals with intellectual and developmental disabilities
- Must be comfortable with technology

Pay

This position is paid \$65 per training with mileage reimbursed. Training frequency varies throughout the year and by geographic location.