

Transition Specialist

You Are Seen | Spokane County, WA

\$26/hour | Full-Time | Possible weekends or nights

At *You Are Seen*, we empower people to be seen for their abilities, never defined by their disabilities. We serve individuals with intellectual and developmental disabilities, we believe every person deserves meaningful opportunities to work, connect, and thrive in their community.

We partner with students, schools, and families to make sure every young person leaving transition services has the chance to step confidently into paid employment and community life. Washington is an Employment First state, and at *You Are Seen*, we're proud to make that promise real, one student, one workplace, one success story at a time.

About the Role

The **Transition Specialist** plays a key role in helping students move from school to meaningful work. You'll work closely with school districts, families, and local employers to identify students' strengths, build employment plans, and connect them to inclusive job opportunities in the community.

This position is ideal for someone who loves relationship-building, is passionate about inclusion, and finds purpose in helping young adults discover their potential through employment.

Key Responsibilities

- Develop and implement individualized career plans and work experiences for students in transition.
- Partner with schools, teachers, and families to coordinate support and participate in IEP, Person-Centered, and Vocational Planning meetings.
- Connect with local employers to create community-based job opportunities that match each student's goals and abilities.
- Support students through job interviews, onboarding, and on-the-job training to promote success and independence.

- Maintain consistent communication with DVR, DDA, and county partners to ensure compliance and progress toward outcomes.
 - Document services, case notes, and billing in accordance with You Are Seen and state guidelines.
 - Represent You Are Seen at community and transition events to strengthen partnerships and visibility.
 - Promote a culture of inclusion, empowerment, and respect in every interaction.
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What Makes You a Great Fit

- You're passionate about supporting youth and adults with disabilities.
 - You're a natural communicator who thrives on collaboration.
 - You're organized, compassionate, and creative in finding solutions.
 - You value integrity, inclusion, and community connection.
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Requirements

- Valid Washington State Driver's License and reliable transportation
 - Ability to pass a DSHS background check
 - Basic computer proficiency (Microsoft Office, email, data entry)
 - One year of experience supporting individuals with disabilities (preferred)
 - Knowledge of School-to-Work, DVR, or transition programs (preferred)
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Why You'll Love Working Here

At *You Are Seen*, our values; Selflessness, Integrity, Inclusion, Communication, and Collaboration guide everything we do.

You'll join a mission-driven team that believes in empowerment, not limitation.

We listen first, elevate each person's voice, and build real opportunities that create lasting change.

\$26/hour | Paid training | Professional growth | Community-driven impact

Applicant Acknowledgment

I acknowledge that I have read and understand the duties and responsibilities described in this application (or job description). I understand that these tasks are essential functions of the position and that I am able to perform them, with or without reasonable accommodation.

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification from consideration or termination of employment if hired.

Applicant Signature: _____

Date: _____