



VOCATIONAL REHABILITATION COUNSELOR

Department of Education & Workforce Development

Reports To: High Education & Workforce Development Manager

Salary/Hourly Range: 45

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 02/02/2018

INTRODUCTION

This position is responsible for providing direct professional assessment, counseling, job coaching, and coordination of services to individuals with disabilities between the ages of 16 - 64. Incumbent maintains a caseload and performs related duties of considerable difficulty and complexity, which requires excellent client coordination and case management skills. The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have been selected from many alternatives.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for coordinating and participating in consumer assessments and evaluations; developing and monitoring service plans according to needs of each consumer, monitoring consumers with disabilities in self-employment or in specialized training/education; and providing guidance and counseling to consumers with disabilities on an individual or group basis.
2. Maintains a consumer caseload that includes initial referral, assessment, evaluation, eligibility and coordination of services to enable the consumer to prepare, obtain, and maintain employment; service coordination is in accordance with the vocational rehabilitation process; maintains accurate and complete client case file in accordance with the program policies and federal guidelines.
3. Maintains a comprehensive confidential quality referral and case management system in accordance with the Rehabilitation Services Administration, Privacy Act, Tribal, State and Federal regulations; case management includes but is not limited to mental cognitive, physical, sensory (blindness and deafness), mental illness (psychosocial-interpersonal), manipulation dexterity, orthopedic mobility issues, diabetes, arthritis, cancer, and others identified in accordance to the program; monitors services; and documents all consumer, family and program contacts in program file and data software system.
4. Collaborates and coordinates services for consumers with other service providers through effective networking to maximize existing resources; service providers include but not limited to Health Care providers on or near the reservation: Hopi Social Services, Behavioral Health Services, high schools, colleges and other services identified to assist consumers.
5. Provides guidance, instruction, and referrals to appropriate agencies to assist consumers on presentation skills (verbal/written communication) for activities such as resume' writing, interview skills, etc.
6. Partners with local employers/businesses to discuss and seek training and employment opportunities for the consumer; informs employers of vocational rehabilitation program and the benefits of employing individuals with disabilities.
7. Develops and implements various training opportunities and training material for consumers as needed; assess needed accommodations when consumers are interviewed or have secured employment and conducts on-going monitoring and feedback to consumers, employers and supervisor.
8. Collaborates with villages, programs and service providers to provide presentation on the Vocational Rehabilitation program.
9. Prepare and submits monthly narrative and progress reports to supervisor.
10. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
11. Performs other duties as assigned or authorized to achieve department/program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, consumers, family members, related tribal, state and federal government agencies/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate services, provide assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is performed in a standard office environment, the community and off reservation. Work may at times extend beyond the normal eight (8) hours daily schedule. Extensive travel on and off reservation is required.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Bachelor's Degree in Vocational Rehabilitation, Social Work, Psychology, or related Health or Human Sciences field;

AND

Experience: Four (4) years related work experience in vocational rehabilitation, social work, psychology, or related field that includes maintaining a client caseload for individual/group assessment, counseling, or other related services.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of the vocational rehabilitation principles, practices and regulations; medical and psychosocial aspects of disabilities; and guidance and counseling theories;
- Knowledge of the Americans with Disabilities Act (ADA), with emphasis on reasonable accommodations including the use of assistive technology in the rehabilitation of consumer;
- Knowledge of the history, economic, social, culture, and traditions of the Hopi people;
- Knowledge of local and surrounding labor/job market data.

Skills:

- Case management skills as it pertains to the vocational rehabilitation program;
- Excellent oral and written communication skills, consultation, training and coordination skills.

Abilities:

- Ability to identify, assess, evaluate, and coordinate vocational rehabilitation services for consumers;
- Ability to understand the relationship of mental and physical disabilities upon the social, emotional, and vocational well-being of the individual;
- Ability to assess consumer's skills and abilities for proper job placement;
- Ability to prepare and maintain monthly reports and statistical records;
- Ability to establish and maintain positive effective working relationship with others;
- Ability to maintain strict confidentiality of consumer and program information/records.

NECESSARY SPECIAL REQUIREMENTS

1. Possess or be able to obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass a background investigation and fingerprint check in accordance with Hopi Tribal policy.
3. Must complete and maintain annual immunization and physical wellness exams.
4. Knowledge of special needs laws and requirements.
5. Must be able to pass mandatory and random drug & alcohol screening.
6. Must not have any felony convictions.
7. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

1. Speak and understand the Hopi Language for those tribal members who prefer to converse in the Hopi language.