

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0447779

Date Posted: 05/06/13

POSITION NO: 941300

Closing Date: 05/17/13

CLASS CODE: 3692

POSITION TITLE: VOCATIONAL REHABILITATION COUNSELOR

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Ganado, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Determines eligibility within sixty (60) days of application for individuals with disabilities applying for vocational rehabilitation services. Documents necessary medical, social, assessments and interview information relevant to the disabling condition to assist in vocational planning. Provides the full array of vocational rehabilitation services to eligible consumers with disabilities including but not limited to counseling and guidance, job development, job placement. Develops appropriate individualized plans for employment (IPE) with a specific employment outcome that is chosen by the eligible individual consistent with the unique strengths, resources, priorities, concerns abilities, and conducts job development for consumers with disabilities prepare for securing, retaining, or regaining and an employment outcome. Monitors consumer's progress in reaching a viable and successful employment outcome. Works directly with service providers, programs, employers, school personnel, community organizations and families in the areas of services and new program development for Navajo people with disabilities. Submits quarterly reports, statistical information and represents the program at meeting relevant to providing services to Navajo people with disabilities. Advocates on behalf of Navajo people with disabilities in the development of additional resources and services.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Counseling, Social Work, Psychology or related field; and one (1) year professional vocational counseling work experience; or a Master's degree in Counseling, Social Work, Psychology or related field.

PREFERRED: Bachelor's degree from an accredited college or university in rehabilitation, education or related field, in addition to three (3) years of experience in the field of human services.

Experience:

PREFERRED: *A minimum of three (3) years of experience in counseling and working directly with people with disabilities.*

Special Knowledge, Skills and Abilities:

Ability to communicate effectively in Navajo and English languages. Knowledge of resources for Navajo people with disabilities in the areas of employment, training and other supportive related services. Ability to work with people with disabilities in the areas of personal and social adjustment. Must have good writing skills.

License/Certification Requirements:

Must pass a criminal background check and relevancy assessment prior to date of hire and must possess a valid state driver's license. Within 90 days of hire must obtain a valid Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99