

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0443114

Date Posted: 05/09/11

POSITION NO: 941783

Closing Date: OUF

CLASS CODE: 1247

POSITION TITLE: PROGRAM SUPERVISOR II

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides direct supervision and oversight of (VR & IL) counseling staff, case assistants, and clerks by providing monthly reviews and on-going technical assistance of consumer case records for compliance with the federal Rehabilitation Act Rules and Regulations, Navajo Nation Policies & Procedures, Navajo OSERS Rehabilitation Manuals and other application requirements. Supervision at four agency offices throughout the Navajo Nation. Reviews and assures accurate eligibility determination of applicants applying for vocational rehabilitation, independent living, approves/disapproves the Individualized Plan for Employment and Independent Living Services plans, which are prepared and submitted by VR & IL counselors and consumers. Assures essential VR & IL services are provided in a timely, quality and comprehensive manner. Provide orientation and on-going training to staff based on needs identified by Counseling staff. Training may be in areas related to the Rehabilitation Act legislation, case development & format, eligibility documentation, determination, assessments, evaluations, disability issues through medical records review, development of IPE & IL plans, job development, disability categories, limitations, guidance, counseling skills and techniques. Provides outreach by meeting with providers such as Indian Health Services, Behavioral Health Services, Mental Health Services, Independent Living Centers, State Vocational Rehabilitation to negotiate agreements and/or collaborate working relationships. This includes working with employers and VR Counseling staff on employment, self-employment plans and on-the-job training agreements. Provides support to overall grant application process by writing sections of the grant application. Conducts program needs assessment every 3-5 years to identify needs of Navajo people with disabilities, writes grant to meet the needs and develops program policies and procedures to meet community and program needs. Prepares and submits the Counseling Component reports on a monthly, quarterly, and annual basis. These reports are for submittal to funding agency, Rehabilitation Services Administration (RSA), DODE Administration, Education Committee, and the Navajo Nation Council.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or closely related field; and
PREFERRED: Education, Social Work, Special Education

Experience:

three (3) years of program related experience; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the describes duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

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. National Certified Rehabilitation Counselor (CRC) preferred.

License/Certification Requirements:

PREFERRED: Valid Drivers License (State), and must acquire a Tribal permit within thirty (30) days.

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