THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE0448939**	DATE POSTED:	**07/14/14**
POSITION NO:	941325	CLOSING DATE:	**07/25/14**
POSITION TITLE:	**Rehabilitation Services Technician**		
DEPARTMENT NAME / WORKSITE:	**Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 27,768.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.35	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs paraprofessional support work by assisting vocational rehabilitation counselors with providing rehabilitation and independent living services to individuals with disabilities. Conducts outreach to community and referral agencies. Provides information about eligible criteria and services. Schedules client assessments and evaluations. Conducts initial interviews and completes release of records, medical vocational, educational, social and family history to assist vocational rehabilitation counselors in determining eligibility for vocational rehabilitation services. Processes all financial documents and follow ups on payment status for clients. Assist vocational rehabilitation counselor in following up with clients in meeting his/her vocational goals as outlined in the Individual Employment Plan (IEP). Assists clients to access resources and services, such as but not limited to Workforce Development, Behavioral Health, Program for Self Reliance, PELL grant and scholarships. Manages and maintains caseload in automated system by entering demographic, case status and other information. Prepares required reports and coordinates with employers, colleges and training sites to develop potential employment opportunities for clients; Independently solve problems and makes decisions as it relates to services to clients. Works with school counselors, special education staff and parents regarding students with disabilities transitioning from school to work and independent living. Conducts outreach by providing orientation on program services to the general public and referral agencies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services or closely related field; and two (2) years of work experience providing human/social services.

Preferred Qualifications:

- One (1) year of experience in a vocational rehabilitation or related program.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to communicate effectively in English and in the Navajo language. Ability to work effectively with people with disabilities in the areas of personal and social adjustment. Ability to conduct interviews and case documentations. Must have good writing skills.

A favorable background investigation is required.

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