

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0442209

Date Posted: 08/02/10

POSITION NO: 941779

Closing Date: 08/16/10

CLASS CODE: 3690

POSITION TITLE: VOCATIONAL REHABILITATION SUPERVISOR

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N660A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 43,451.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.89 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's case records for compliance with the federal Rehabilitation Act Rules and Regulations, Navajo Nation Policies and Procedures, Navajo OSERS Rehabilitation Manuals and other application requirements. Supervision at three agency offices throughout the Navajo Nation. Reviews and assures accurate eligibility determination of individuals applying for vocational rehabilitation, independent living, approves and disapproves the Individualized Plan for Employment and Independent Living Services plans, which are prepared and submitted by VR and IL staff and consumers. Assurance of 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, evaluation, disability issues through medical records review, development of IP & IL plans, job development, disability categories, limitations, guidance, counseling skills and techniques. Provides outreach by meeting with programs 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 employees 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 applications. Conducts program assessments every 3-5 years to identify needs of Navajo people with disabilities, write grants to meet the needs and develop program policies and procedures to meet community and program needs.

Prepares and submits the Counseling reports on a monthly, quarterly, and annual basis. These reports are for submittal to funding agencies, Rehabilitation Services Administration (RSA), DODE Administration, Education Committee, and the Navajo Nation Council.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Rehabilitation Counseling, Special Education or related field; and  
Related: Education, Social Work

**Experience:**

four (4) years experience in vocational rehabilitation counseling, two (2) years of which must have been in a supervisory capacity; or an equivalent combination education, training and experience, which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, 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. Certification in Rehabilitation Counseling (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*