THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE04412573**	DATE POSTED:	**09/28/16**
POSITION NO:	241528	CLOSING DATE:	**OUF**
POSITION TITLE:	Vocational Rehabilitation Counselor		
DEPARTMENT NAME / WORKSITE:	Office of Special Education & Rehabilitation Services / Dine Education / Tuba City, AZ		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

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 specific employment outcome that is chosen by the eligible individual consistent with the unique strengths, resources, priorities, concerns abilities, and conducts job developmental for consumers with disabilities prepare for securing, retaining, or regaining 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, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(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 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.

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