

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448280

Date Posted: 11/04/13

POSITION NO: 940663

Closing Date: 11/18/13

CLASS CODE: 3744

POSITION TITLE: REHABILITATION SERVICES TECHNICIAN

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y60A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: _____ \$ 27,768.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 13.35 Per Hour

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 grants 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 decision 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:

An Associate's degree in Human Services or related field; and two (2) years work experience providing human/social services; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

PREFERRED: Assoc. degree in social services, counseling or related.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the 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 documentation. Must have good writing skills.

License/Certification Requirements:

This position requires a Background investigation and a relevancy assessment prior to employment.

PREFERRED: Must possess a valid state driver's license. Within 90 days of date of hire must obtain a 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