

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

REQUISITION NO: DOE0448285

DATE POSTED: 11/04/13

POSITION NO: 941783

CLOSING DATE: 11/18/13

POSITION TITLE: PROGRAM SUPERVISOR II

DEPARTMENT NAME / WORKSITE: Office of Special Education and Rehabilitation Services / Chinle, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: Y65A

WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: 40 \$ 42,764.80 PER ANNUM

SEASONAL:  Duration: \$ 20.56 PER HOUR

TEMPORARY:  \_\_\_\_\_

**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 consumers 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 all the four agency offices throughout the Navajo Nation. Review and assures accurate eligibility determination of applicants 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 and 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 and format, eligibility documentation, determination, assessment, evaluations, disability issues through medical records review, development of IPE and IL plans, job development, disability categories, limitations, guidance, counseling skills and techniques. Provides outreach by meeting with program such as Indian Health Services, Behavioral Health Services, Mental Health Services, Independent Living Centers, State Vocational Rehabilitation to negotiate agreements and/or collaborative working relationships. This includes working with employers and VR Counseling staff on employment, self-employment plans and on-the-job training agreements. Provide support to overall grant application process by writing section of the grant application. Conduct program needs assessment every 3-5 years to identify needs of Navajo people with disabilities, write grant to meet the needs and develop program policies and procedures to meet community and program needs. Prepare and submit 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, Experience and Training:**

A Bachelor's degree in Public or Business Administration or closely related field; and three (3) years of program related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

*(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 resource 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).

**Special Requirements:**

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

**This position requires a background investigation and suitability assessment prior to employment.**

**VETERANS' PREFERENCE APPLIES**

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