

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04422184</u>	DATE POSTED: <u>11/10/21</u>		
POSITION NO: <u>941497</u>	CLOSING DATE: <u>11/29/2021 by 5pm</u>		
POSITION TITLE: <u>Senior Vocational Rehabilitation Counselor</u>			
DEPARTMENT NAME / WORKSITE: <u>Office of Special Education & Rehabilitation Services / Dine Education / Shiprock, NM</u>			
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ65A</u>	
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Interviews, counsels and provides guidance services to a specialized caseload of individuals with significant disabilities; determines eligibility of individuals with disabilities for rehabilitation services; compiles case information including medical history, employment and educational background with limiting factors brought about by condition of the disability and other relevant data; interprets medical reports and results of assessments and evaluations. Determines need for vocational rehabilitation services; plans with client and supervises their rehabilitation programs; follows through with clients on a case by case basis; maintains a budget of client expenditures; arranges for education, training, hospitalization for surgery or medical services, fitting of prosthetic devices or therapy; confers and consults with medical and other professionals; maintains case records, writes and receives reports; assists Program Manager in the development of program goals and objectives according to contract and program requirements and stipulations. Conveys information to program staff and other programs providing welfare related supportive services; coordinates plans for consumers and vocational rehabilitation services with federal, state, tribal and private organizations; ensures program is operating in compliance with applicable laws, rules and regulations; assists in the preparation of funding proposals, grant applications and budgets; provides training to staff; consults with appropriate programs and entities about the program; assists with technical and administrative reports; attends meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

•A Bachelor's degree in Counseling, Social Work, Psychology or related field; and two (2) year professional vocational counseling work experience; or an equivalent combination of education and experience.

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. Knowledge of resources for Navajo people with disabilities in the areas of employment, training, and other supportive related services. 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.

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