

SENIOR VOCATIONAL REHABILITATION COUNSELOR

DEFINITION: Under general supervision, performs work of moderate difficulty in interviewing, determining eligibility, counseling, job development and other rehabilitation services to a specialized caseload of individuals with significant disabilities; identifies needs and makes recommendations for vocational rehabilitation services; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of vocational rehabilitation.

Knowledge of modern principles and practices of counseling, vocational guidance, rehabilitation and occupational placement.

Knowledge of specific needs of individuals with disabilities.

Knowledge of the community and government resources for vocational rehabilitation.

Knowledge of guidance and counseling concepts, principles, theories and techniques.

Knowledge of Navajo Nation, state, and federal laws, statutes, rules and regulations pertaining to provisions of vocational rehabilitation and independent living.

Skill in counseling, guidance practices, supervisory and management skills.

Skill in oral and written communication.

Skill in collecting, analyzing, evaluating and utilizing data effectively.

Skill in preparing comprehensive and clear reports.

Skill in comprehending motivations and behavior problems.

Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION

Class Code: 3691
Community Education and Counseling Series
Rehabilitation Counselor Group
Overtime Code: Exempt
Pay Grade: 65

SENIOR VOCATIONAL REHABILITATION COUNSELOR

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves extensive effort in providing social services to individuals with disabilities.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Counseling, Social Work, Psychology or related field; and two (2) years professional vocational counseling work experience; or a Master's degree in Counseling, Social Work, Psychology or related field; and one (1) year professional vocational counseling work experience.

SPECIAL REQUIREMENTS: Must pass a criminal background check and relevancy assessment prior to date of hire and possess a valid state driver's license. Within 90 days of hire must obtain a valid Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.