

REHABILITATION SERVICES TECHNICIAN

DEFINITION: Under general supervision, performs paraprofessional support work in a rehabilitation setting by assisting vocational rehabilitation counselors and other team members in providing rehabilitation and independent living services to individuals with disabilities; conducts outreach to community and referral agencies to recruit individuals with disabilities, provides rehabilitation services information; 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:

Conducts outreach to community and referral agencies to recruit individuals with disabilities; conveys information about rehabilitation services, such as eligibility criteria, employment and other services provided; schedules client assessments and evaluations; conducts interviews and completes release of records, medical, vocational, educational, social and family history to assist in determining eligibility for vocational rehabilitation services; documents and maintains information in case records.

Provides support duties by assisting the vocational rehabilitation counselor and other team members in providing rehabilitation and independent living services to individuals with disabilities; processes all financial documents and follows up on payments for client services; assists vocational rehabilitation counselor in follow up with clients in meeting his/her vocational goals as outlined in the Individual Employment Plan; documents client progress and follow up in client record.

Advocates on behalf of clients by assisting them to access other resources and services, such as but not limited to Workforce Development, Program for Self Reliance, PELL grants and scholarships; manages and maintains caseload in automated system; enters demographic, case status and other information, and prepare required reports.

Coordinates with employers, colleges and training sites to develop potential employment opportunities for clients; solves problems and makes decision as it relates to services to clients; serves as referral source; conducts pre-vocational work exploration activities by assisting clients with career exploration and review of current labor market information; works with school counselors, special education staff and parents regarding students with disabilities transitioning from school to work or independent living; provides orientation on program services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the principles and practices of human/social service work.

Knowledge and understanding of the Rehabilitation Act.

Knowledge of community resources available to individuals and families.

Skill in interpersonal communications to work with individuals with disabilities.

Skill in communicating both orally and in writing.

Skill in conducting interviews and case documentation.

Skill in communicating effectively in the Navajo and English languages.

Skill in assessing situations and providing appropriate remedies.

Skill in establishing and maintaining effective working relationships.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical efforts primarily in an office setting with occasional work in the field or remote work sites.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Human Services or closely related field; and two (2) years of work experience providing human/social services.

PREFERRED QUALIFICATIONS:

- One (1) year of experience in a vocational rehabilitation or related program.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.