

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0449540

Date Posted: 06/08/09

POSITION NO: 241528

Closing Date: OUF

CLASS CODE: 3692

POSITION TITLE: Vocational Rehabilitation Counselor

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: _____ \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Determines eligibility within sixty (60) days of application for individuals with disabilities applying for vocational rehabilitation services. Documents necessary medical, social, assessments and interview information relevant to the disabling condition to assist in vocational planning. Provides the full array of vocational rehabilitation services to eligible consumers with disabilities including but not limited to counseling and guidance, job development, job placement. Develops appropriate individualized plans for employment with a specific employment outcome that is chosen by the eligible individual consistent with the unique strengths, resources, priorities, concerns abilities, and conducts job development for consumers with disabilities prepare for securing, retaining, or regaining an employment outcome. Monitors consumer's progress in reaching a viable and successful employment outcome. Works directly with service providers, programs, employers, school personnel, community organizations and families in the areas of services and new program development for Navajo people with disabilities.

Submit quarterly reports, statistical information and represents the program at meetings relevant to providing services to Navajo people with disabilities. Advocates on behalf of Navajo people with disabilities in the development of additional resources and services. Incumbent will be required and must be willing to travel to outlying areas.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Rehabilitation and Special Education, Psychology, Social Work or related field; and

Experience:

one (1) year professional vocational counseling 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/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Ability to communicate effectively in Navajo and English languages. Knowledge of resources 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.

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