

## UPDATED JOB ANNOUNCEMENT

**POSITION:** Vocational Rehabilitation Program Director

**PROGRAM:** Vocational Rehabilitation Program

**SUPERVISOR:** Tribal Human Services Administrator

**SALARY:** \$62,774.40 Annually (Grade 25, Step 01)

**CLASSIFICATION:** EXEMPT

**LOCATION:** Owyhee, Nevada

**OPENS:** October 15, 2025

**CLOSES:** Open Until Filled

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-**

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### **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position assists in the acquisition management function as well as property management and the property accounts payable for the Shoshone-Paiute Tribes and must meet the

conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

### **SUMMARY OF FUNCTIONS:**

The Director will design, coordinate, supervise, implement and manage the Shoshone-Paiute Tribes Adult Vocational Rehabilitation Program in accordance with the goals and objectives of program design and the funding sources.

### **MAJOR FUNCTION AND PURPOSE:**

Overall program startup and operation to provide vocational rehabilitation services to Native Americans with disabilities who reside on or near the Duck Valley Indian Reservation consistent with their individual strengths, resources, priorities, concerns, abilities and informed choice, so that they may prepare for and engage in gainful employment, including self-employment, telecommuting and business ownership.

### **ESSENTIAL JOB FUNCTIONS:**

1. To assist Native Americans living on or near the Duck Valley Indian Reservation with disabilities to achieve employment outcomes in self industry or in the job markets.
2. Implementation of the Shoshone-Paiute Tribes Adult Vocational Rehabilitation Program through the Rehabilitation Act of 1973, as amended and subsequent program regulation through 34 CFR Part 371.
3. Administrative reporting requirements of the Vocational Rehabilitation Service Project for American Indians with Disabilities.
4. Duties include staff supervision, counseling, presentation and communication networking
5. Coordinate and collaborate with Idaho and Nevada State Vocational Rehabilitation services.
6. Create and convene an Advisory Committee on an as-needed basis to provide advice and feedback.
7. Program funding enhancements and continuation proposals.
8. Vocational Rehabilitation counseling duties.
9. Client transporting

### **MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED.
2. Valid State Driver's License.
3. Bachelor's Degree is required.
4. Supervisory and director's experience is desired with two years experience which provides the skill knowledge and ability necessary to perform the program tasks.
5. Diversity in office and program functions.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- 1. Vocational Rehabilitation Knowledge*

- a. Upholds confidentiality.
- b. Knowledgeable of the VR process from application to closure, including eligibility determination and IPE requirements.
- c. Knowledgeable of medical and psychosocial aspects of disabilities.
- d. Understands the beliefs of individuals with disabilities and their Native American/Alaskan Native upbringing.
- e. Knowledgeable of current VR practices.
- f. Advocacy skills to support client and staff progress.
- g. Promotes continuing education in VR.
- h. Experience in administering a program that meets set goals.
- i. Knowledgeable of employment practices and the labor market in service areas.

## ***2. Program Management and Performance***

- a. Demonstrates good writing, speaking and basic computer skills.
- b. Possesses good organizational skills.
- c. Exhibits ethical behavior.
- d. Resolves issues.
- e. Seeks out strengths in other staff to compliment own weaknesses.
- f. Provides written and verbal reports to the funding source and tribal officials.
- g. Leads by example and is a good role model both in and outside of the work setting
- h. Establishes realistic, obtainable yearly goals and provides support and encouragement for staff to reach/exceed the goals (regular, internal program evaluation).
- i. Encourages staff to seek continuing education in VR.
- j. Develops a program with Tribal policies, procedures, and cultural practices in mind.

## ***3. Budget and Grants Management***

- a. Ability to establish and manage the grant budget.
- b. Knowledgeable of grant writing process for tribal VR proposals
- c. Willing to apply for other grants or projects to supplement and compliment the program
- d. Conduct a needs assessment for the service area

## ***4. Community Outreach***

- a. Collaborates with appropriate agencies (i.e., hospitals, mental health agencies, area high schools, disability resource teams, etc.) and develops MOA/MOU's with these agencies.
- b. Generates service brochures, local media postings and public service announcements.
- c. Coordinates with local agencies, including private business to determine new work opportunities for consumers.
- d. Provides educational opportunities within the community on disabilities.
- e. Provides regular and consistent outreach.

## ***5. Cultural Services and Consideration***

- a. Knowledgeable of the language and culture of the Tribe(s).
- b. Utilizes cultural resources, such as interpreters.

- c. Knowledgeable of appropriate Tribal protocol within the community and tribal government.
- d. Incorporates program requirements within appropriate cultural protocols and traditions.
- e. Establishes a connection to community leaders and elders to provide education about VR.
- f. Is an active participant in tribal events, conferences, etc.

**OTHER FACTORS:**

- ✓ Ability to travel when required for research and training.
- ✓ Ability to participate professionally in confidence in private matters.
- ✓ Ability to work professionally with other entities.
- ✓ Skill in utilizing computer for word processing and to collect, manage and enter data.