

## **JOB ANNOUNCEMENT**

**POSITION:** Vocational Rehabilitation Counselor  
**PROGRAM:** Tribal Programs  
**ACCOUNT CODE:** 20-6200-0000-23-6000  
**SUPERVISOR:** Vocational Rehabilitation Program Director  
**SALARY RANGE:** \$24.66 per hour (Grade: 22, Step 01)  
**CLASSIFICATION:** NON-Exempt  
**LOCATION:** Owyhee, Nevada

**OPENS:** September 15, 2023

**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 (l) 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.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

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-135**

### **Special Considerations:**

This position is subject to suspicion less (random) drug testing and a background check as a condition of employment because the incumbent comes into regular contact with children/seniors and transports children. This individual has access to sensitive personal data. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

## **SUMMARY OF FUNCTIONS:**

The Vocational Rehabilitation Counselor will perform direct professional rehabilitation services to clients of the Shoshone-Paiute Tribes Adult Vocational Rehabilitation Program in accordance with the goals and objectives of the individual and program.

## **MAJOR FUNCTION AND PURPOSE:**

Provide vocational rehabilitation counseling 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 through Individual Employment Plans.

## **ESSENTIAL JOB FUNCTIONS:**

1. Under the direction of the VR Program Director.
2. Provides Vocational Rehabilitation counseling and guidance.
3. Provides one-on-one and group counseling services to 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.
4. Provides guidance in the development of Individual Employment Plans (IEPs).
5. Promotes vocational rehabilitation needs for each client consistent with the individual's informed choice.
6. Facilitates the assessment of eligibility and vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology.
7. Refers client to other services necessary to assist applicants and eligible clients obtain needed services and advises them of the client assistance program resources.
8. Physical and mental restoration services related to Vocational Rehabilitation goals and objectives.
9. Client transporting.

## **MINIMUM QUALIFICATIONS:**

1. Highly motivated.
2. High School Diploma, Bachelor's Degree preferred or certifications of other academic discipline relative to vocational rehabilitation counseling services.
3. Counselor experience is desired with two years of which have been spent in experiences which provides the skill knowledge and ability necessary to perform the program tasks.
4. Ability to comprehend and train in VR counseling and program requirements
5. Diversity in office and program functions.
6. Valid State Driver's License and be insurable under the Shoshone-Paiute Tribes insurance carrier.

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

1. Vocational Rehabilitation Knowledge
  - a. Upholds confidentiality.
  - b. Participates in continuing education.
  - c. Knowledgeable of the VR process from application to closure, including eligibility determination and IPE requirements.
  - d. Understands medical/psychosocial aspects of disability.
  - e. Understands the beliefs of individuals with disabilities and their American Indian/Alaskan Native upbringing.
  - f. Knowledgeable of diagnostic assessments needed for eligibility determination.
  - g. Possesses the ability to write IPE's with feasible employment goals that address the overall needs of the individual.
  
2. Case Management
  - a. Understands the case management process and purpose.
  - b. Possesses good organizational skills to manage time and case load.
  - c. Knowledgeable of available services for clients.
  - d. Provides services in a timely manner.
  - e. Is a good role model for the consumer (on time for appointments, good work ethic).
  - f. Possesses a non-judgmental attitude and is non-discriminatory to people with disabilities.
  - g. Displays good advocacy and listening skills.
  - h. Maintains a good success rate, which includes but should not be limited to, maintaining appropriate closures per year, case management practices and appropriate new job placements resulting in positive impacts on the community.
  - i. Conducts regular case reviews.
  - j. Displays patience, tolerance and a positive outlook for all clients.
  - k. Possesses the ability to be assertive when necessary to get services for clients.
  
3. Information Management
  - a. Possesses basic computer skills to utilize computer-based programs to manage consumer information.
  - b. Maintains good organizational skills to keep information on clients up-to-date and accurate including case notes/documentation in case files.
  - c. Safeguards records to ensure consumer confidentiality.
  - d. Understands the need for confidentiality release consents in a variety of situations and uses them appropriately.
  
4. Community Outreach
  - a. Establishes a good working relationship with Tribal programs and non-Tribal programs for the benefit of consumers.
  - b. Maintains a good referral process with other programs and partners.
  - c. Establishes regular in-service programs to provide information about VR.
  - d. Understands existing MOA/MOU's and follows them.
  - e. Identifies new work opportunities for clients by working with local businesses, agencies and tribal programs.

- f. Travels regularly to outlying communities and works to become known among the community.
  - g. Possesses good oral presentation skills.
5. Cultural Services and Considerations
- a. Knowledgeable of the language and culture of the Tribe(s).
  - b. Utilizes cultural resources, such as interpreters.
  - c. Incorporates appropriate cultural protocols and traditions into case management.
  - d. Connects with community leaders and elders for the benefit of clients.
  - e. Documents cultural aspects of the case within the case files and notes.
  - f. Is an active participant in tribal events, conferences, etc.

**OTHER FACTORS:**

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