
REHABILITATION SERVICES TECHNICIAN(Job Id 57376)

Post Date: 08/31/2020

Grade: 13

Category: SOCIAL AND HUMAN SERVICES

Salary: 26,774.80-26,774.80

Location: PHOENIX

Description

Rehabilitation Services Technician 3443 N. Central Ave., Phoenix, AZ 85012

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security is looking for individuals that are committed to service, community, and teamwork.

Why Should You Apply?

We offer a competitive benefits package that is unmatched by the private sector and a culture that encourages team success and advocates for personal advancement.

- Affordable Health, Dental and Vision
- 10 holidays per year
- Paid Vacation and Sick time off - start earning it your 1st day
- Eligible to participate in the Public Service Loan Forgiveness Program (must meet qualifications)
- Contribute to, and participate in the Arizona State Retirement System
- Ride Share and Public Transit Subsidy
- Career Advancement Opportunities
- Tuition reimbursement

Interested?

Apply through azstatejobs.azdoa.gov. For questions about this career opportunity, please call (602) 542-0081. Requests for accommodations can be made by calling this number or by clicking this link to access the ADA Job Board.

This posting will remain open until a sufficient number of resumes are received

The Department of Economic Security Division of Employment & Rehabilitation Services is seeking an experienced and highly motivated individual to join our team as a Rehabilitation Services Technician. This position is responsible for providing potential applicants with a basic overview of Vocational Rehabilitation services, and providing support to counselors by assisting with obtaining information used to determine eligibility, plan appropriate services, and address client issues.

Job Duties:

- Perform support duties by assisting with various duties of the counselor for case management. Provide team approach assistance to counselor for the client referral process through closure of the client's case
- Interview applicants for intake & provide case note with general client information of client self-report of disability, socio-economic information, medical/psychological issues, and general disability related issues.
- Maintain client case files to ensure all information is up-to-date
- Provide assistance to client with direct contact to identify client issues, clarify issues, understand the client services, understand counselor's directions, and assist the client directly or bring to the counselor's attention
- Direct client to community organizations, private agencies, institutions, inter/intra agency groups, and other social services to assist the client to achieve successful outcomes related to disability needs
- Correspond with the client to inform and remind them of appointments for assessments, counselor appointments, and request documentation
- Provide information about Rehabilitation Services Administration programs

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Knowledge, Skills and Abilities:

- Knowledge of federal and state laws and regulations in regard to provision of rehabilitation services to individuals with disabilities
- Knowledge of guidelines and best practices of the Vocational Rehabilitation program
- Knowledge of a variety of disabilities, general knowledge of disabling medical conditions, and available community resources
- Knowledge of various computer software programs, to include Microsoft Office Suite, internet applications, and email
- Observing behaviors with regard to possible employment and employment expectations
- Caseload management assistance
- Data entry and maintain up-to-date progress notes
- Written and verbal communication
- Ability to establish and maintain effective working relationships
- Ability to prioritize, assign, and review work
- Ability to research and prepare letters for the Vocational Rehabilitation Counselor's signature

Licenses and Certifications:

- Arizona Level 1 Clearance Card
- This position will require the possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks and must maintain acceptable driving records and complete any driver training (see Arizona Administrative Code R2-10-207.12). Individuals may be required to drive their personal motor vehicle; however, mileage will be reimbursed
- Candidates for this position shall be subject to a search of both the Child Protective Services Central Registry pursuant to A.R.S. 8-804 and the Adult Protective Services Registry pursuant to A.R.S. 46-459

Qualifications:

- An Associates of Arts/Sciences or Applied Sciences in a discipline related to human services; Or 21 semester hours in a discipline related to human services and one (1) year of experience in a vocational rehabilitation or independent living program; Or a High School diploma or GED and two (2) years of experience in a vocational rehabilitation or independent living program; Or three (3) years of experience in an organized program providing services to individuals with developmental disabilities. Completion of a certificate program in disability awareness, social services, substance abuse or other behavioral services field from an accredited college substitutes for one (1) year of experience
- The ideal/preferred candidate will possess experience working with persons with disabilities
- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired state employees
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.

All Arizona state employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

Equal Opportunity Employer/Program Ÿ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. ŸFree language assistance for DES services is available upon request.