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|  | Job Posting |
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|  | **Job Title** |  |  |
|  |  | Vocational Rehabilitation Technician Senior |
|  | **Job ID** |
|  | 43703 |
|  | Location |
|  | St. Paul |

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|  | **Full/Part Time** |  |  |  |  |  |  |  |  |
|  |  |  | Full-Time |
|  | **Regular/Temporary** |  |  |
|  |  |  | Unlimited |
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| The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED’s mission is simple: to empower the growth of the Minnesota economy, for everyone. Our state’s economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. The unique role of DEED is to empower businesses and workers to grow our economy by building partnerships, planning for long term growth, and creating opportunity for workers from all backgrounds and experiences. We are driven to find talented and innovative public servants, motivated by the opportunity to serve businesses, people, and the greater good. At DEED you will join a diverse team, inspired by challenging work and united by shared values that guide our work every day. At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious. |

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|  | **Job Details** |
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|  | **Job Class:  Vocational Rehabilitation Technician Senior****Who May Apply**:  Open to all qualified job seekers ; this vacancy is open for bids and for all qualified job seekers simultaneously.  Bidders will be considered through 02/10/2021.**Date Posted**:  02/06/2021**Closing Date**:  02/12/2021**Hiring Agency/Seniority Unit**:  Employ & Econ Development Dept / Employ  & Economic Dev-AFSCME**Division/Unit**:  Employee Payroll / SSB Workforce Development**Work Shift/Work Hours**:  Day Shift**Days of Work**: Monday - Friday**Travel Required**:  Yes**Salary Range:**$20.02 - $26.95/hourly; $41,801 - $56,271/annually**Classified Status**:  Classified**Bargaining Unit/Union**:  206 - Clerical/AFSCME**Work Area**:  SSB - Workforce Development X**FLSA Status**:  Nonexempt[Connect 700 Program Eligible](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/):  Yes |

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|  | **Job Summary** |
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|  | **Job Summary**Minnesota State Services for the Blind (SSB) has been serving blind, visually impaired and Deafblind Minnesotans since 1923.  It does so with a staff of 110 dedicated personnel, over 650 skilled volunteers, an active State Rehabilitation Council for the Blind and a host of community partners.  Each year SSB assists thousands in leading full, active and productive lives.  Come be part of a great organization in a great state.Receiving direction from a Workforce Development Unit (WDU) supervisor and through effective teamwork with the WDU counselor, this position assists customers of State Services for the Blind (SSB) to reach their goals of working and living independently in their community.  This position actively assists customers in the implementation and successful accomplishment of their rehabilitation plans.  Additionally, this position provides career guidance, basic technology and low vision instruction to customers based on individual customer needs. Duties include:Provide support to WDU counselors by acting as a program liaison to assist with the referral, application, and intake process.  Assist counselor in facilitating service implementation in the Individualized Plan for Employment in a timely manner.Provide Statewide Integrated Financial Tools System (SWIFT) support for WDU counselors as a buyer through Authority for Local Purchase (ALP) certification.With support of the counselor, independently communicate with vendors related to service implementation and provision.Provide direct and indirect services to employed or ready to be employed customers in the WFD unit of SSB to assist them in obtaining or maintaining employment. |

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|  | **Qualifications** |
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|  | **Minimum Qualifications**Ability to:* Use customer service skills on the phone, in person and online to provide effective general and specialized office support with common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically
* Understand written and spoken English sufficient to maintain complex records, files, notes, and logs, be understood during in‐person, e‐mail/written, and phone interactions with others
* Interpret and explain program information to applicants, such as eligibility requirements, application details, payment methods, and their legal rights
* Provide prompt, courteous and accurate information to customers in person, on the phone, and through e‐mail and other written correspondence
* Respond effectively to customers who have questions about agency operations and procedures
* Keyboarding/typing, using Microsoft Word or equivalent software, sufficient to produce memos and correspondence in an efficient and timely manner

**Preferred Qualifications**State of MN, Authority for Local Purchasing (ALP) CertificationExperience using Workforce One, SWIFT, or similar data tracking softwareExperience using Word, Excel, Outlook, Teams, Adobe Pro, and Share Point.Experience working with a diverse population including those with disabilities, particularly Blind, Visually Impaired, and DeafblindBilingual or experience with English language learners **Additional Requirements**This position requires successful completion of the following:This position requires an Adjustment to Blindness emersion, training program. The emersion experience helps new employees understand what’s possible for people who are blind, DeafBlind or visually impaired by allowing them to experience it for themselves. The training takes place at an Adjustment to Blindness training center and can run up to 6-7 weeks.Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance. It includes contact with the applicant's current and/or former employers.A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status). |

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|  | **Application Details** |
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|  | **Why Work For Us**GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.**How to Apply**Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637 from 9:00 AM - 4:00PM.For additional information about the application process, go to <http://www.mn.gov/careers>.**Contact**If you have questions about the position, contact Stacey Phillips at stacey.phillips@state.mn.us.**Connect 700 (C700) applicants must email their certificate to stacey.phillips@state.mn.us** **by 11:59PM of the posting close date to be considered as a C700 applicant.**The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities.  If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at 651-259-7089 or Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed.AN EQUAL OPPORTUNITY EMPLOYERThe State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need. |

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