**Job Class: Rehabilitation Program Specialist 2**

**Working Title: Transition Work Opportunities Navigator**

* **Job ID:** 52754
* **Location:** St. Paul
* **Full/Part Time:** Full-Time
* **Regular/Temporary:** Unlimited
* **Who May Apply**: This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 02/11/2022
* **Date Posted**: 02/05/2022
* **Closing Date**: 02/22/2022
* **Hiring Agency/Seniority Unit**: Employ & Econ Development Dept / Employ & Economic Dev-MAPE
* **Division/Unit**: SSB Workforce Development
* **Work Shift/Work Hours**: Day Shift
* **Days of Work**: Monday - Friday
* **Telework**: May be eligible to telework up to 4 days per week
* **Travel Required**: Yes - up to 30% daytime local and regional travel with occasional overnights
* **Salary Range:** $26.35 - $38.77/hourly; $55,018 - $80,951/annually
* **Classified Status**: Classified
* **Bargaining Unit/Union**: 214 - MN Assoc of Professional Empl/MAPE
* **FLSA Status**: Exempt - Professional
* [Connect 700 Program Eligible: Yes](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/)

**Job Summary**

This position coordinates innovative and engaging work experience and outreach efforts for blind, visually impaired, and DeafBlind students across Minnesota in collaboration with the other transition work opportunities navigator at State Services for the Blind (SSB).  In coordination with SSB’s transition team, this position is responsible for comprehensive planning, development, and evaluation of the Pre-Employment Transition Services (Pre-ETS) program and related services. The incumbent accomplishes this through a review of federal and state requirements, policies, and models, including the federal Workforce Innovation and Opportunities Act (WIOA). This position ensures that Pre-ETS are provided to students and reflect identified performance measures.

The Transition Work Opportunities Navigator will provide comprehensive work-based services to students and specializes in assisting businesses to identify work exploration opportunities that can be utilized by Pre-ETS students. The incumbent specializes in arranging for and providing consultation and training to businesses on how to best incorporate a work experience student in their setting.  The incumbent will develop creative and innovative work exploration trainings, internships, and work experience opportunities so each student has exposure to the world of work prior to high school graduation. This will include coordination with a student’s Individualized Education Program (IEP) team, work-based learning coordinators, high school guidance offices, and the SSB vocational rehabilitation counselor to ensure the student can effectively function as independently as possible in the workplace or post-secondary setting.

If you are a team player who believes all Minnesotans can contribute to the state's economy, come join our team!

**Minimum Qualifications**

**To receive credit for your education and experience, your resume should clearly describe how you meet each minimum and preferred qualification listed, including dates of employment.**

A Bachelor’s Degree and two (2) years’ experience\* providing rehabilitation services for people who are disabled.

**OR**

A Master’s Degree and (6) months’ experience providing rehabilitation services for people who are disabled.

**OR**

Three (3) years of experience providing rehabilitation services for people who are disabled.

**AND**

Skills in human relations to build cooperative working relationships with clients and stakeholders throughout the vocational rehabilitation process.

Applicants that meet the above minimum qualification will be further evaluated on the following:

Ability to:

Create presentation and training materials in the most appropriate media to facilitate learning and address audience needs.

Communicate complex concepts to individuals with different levels of understanding

Organizational skills to manage workload and meet deadlines

**Preferred Qualifications**

Experience using Microsoft Office Suite products (Outlook, Word Excel, Teams, PowerPoint, etc.) or similar software.

Experience building and establishing relationships with employers.

Knowledge of state and federal disability laws including ADA and the Workforce Innovation and Opportunities Act (WIOA).

Experience working with youth and youth with diverse backgrounds.

Skill in communicating in a second language.

**Additional Requirements**

This position requires successful completion of the following:

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 and education. 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).

This position requires an Adjustment to Blindness immersion 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.

**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.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

**How to Apply**

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:6512593637).

For additional information about the application process, go to <http://www.mn.gov/careers>.

**Contact**

If you have questions about the position, contact Morgan Thompson at [morgan.thompson@state.mn.us](mailto:morgan.thompson@state.mn.us?subject=Rehabilitation%20Program%20Specialist%202%20-%20Transition%20Work%20Opportunities%20Navigator)

**Connect 700 (C700) applicants must email their certificate to**[Deed.hr@state.mn.us](mailto:Deed.hr@state.mn.us?subject=Rehabilitation%20Program%20Specialist%202%20-%20Transition%20Work%20Opportunities%20Navigator) **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  [Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us?subject=Rehabilitation%20Program%20Specialist%202%20-%20Transition%20Work%20Opportunities%20Navigator). Please indicate what assistance is needed.

**AN EQUAL OPPORTUNITY EMPLOYER**

The 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](tel:6512593637) or email [careers@state.mn.us](mailto:careers@state.mn.us?subject=Rehabilitation%20Program%20Specialist%202%20-%20Transition%20Work%20Opportunities%20Navigator). Please indicate what assistance you need.