

Arkansas Division of Workforce Services

Services for the Blind

Administrative Specialist II (Rehabilitation Technician)

Job Vacancy Announcement

Recruitment Period:

Tuesday, February 8, 2022 to Monday, February 14, 2021

Position Number: 22103986 Class Code: C073C Grade: GS03

Entry Level Salary: \$26,034

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for an **Administrative Specialist II** position. The **Administrative Specialist II** will function as the Rehabilitation Technician providing caseload support for Vocational Rehabilitation Counselors (VRC) by relieving them of para-professional, non-counseling duties in order to improve long term employment outcomes for consumers. This position is located in the **Division of Services for the Blind Field Office, 5401 South University Ave., Little Rock, AR 72209.**

Thoroughly read the attached **Administrative Specialist II** functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the ARCareers website.

Employment Application Procedure

Apply online through the ARCareers website at <https://arcareers.arkansas.gov/>. Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the ARCareers website by **11:59 p.m., Monday, February 14, 2022.**

Arkansas Division of Workforce Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodations needed to participate in our application process.

Arkansas Division of Workforce Services

Services for the Blind

Functional Job Description: Job Title – Administrative Specialist II (Rehabilitation Technician)

Position Number: 22103986 Class Code: C073C Grade: GS03

Funding Source: 78.7% Federal 21.3% State

Position Summary

The Administrative Specialist II will function as the Rehabilitation Technician providing caseload support for Vocational Rehabilitation Counselors (VRC) by relieving them of para-professional, non-counseling duties in order to improve long term employment outcomes for consumers. This position is governed by state and federal laws and regulations and agency policy and procedures.

Education and Professional Work Experience

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus, three years of experience in a specialized or related area applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

PREFERRED QUALIFICATIONS

Proficiency in Outlook, Excel, and Word. Occasional overnight travel in-state and/or out of state is required for training or other assignments. Applicant is required to be a licensed and insured driver and to provide reasonable accommodation to consumers and staff as needed.

*Selectees must pass a criminal background check state and/or federal if applicable, drug test, maltreatment adult and child registry check prior to permanent hire, and is subject to subsequent random drug testing.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of record keeping procedures.

Knowledge of the principles and practices of mathematics and statistics.

Knowledge of work-related subject area.

Knowledge of computers and software applications.

Ability to conduct research and compile data into report form.

Ability to establish and maintain filing systems.

Ability to operate standard office equipment.

Ability to analyze documents to determine compliance with rules, regulations, and procedures.

Ability to communicate both orally and in writing.

Arkansas Division of Workforce Services

Services for the Blind

Functional Job Description: Job Title – Administrative Specialist II (Rehabilitation Technician)

Position Number: 22103986 Class Code: C073C Grade: GS03

Funding Source: 78.7% Federal 21.3% State

Job Responsibilities and Expected Results

Data Entry and Maintenance (Weight 45) –

Prepare authorizations for payment within the same day of receiving written notification from the counselor to authorize services in AWARE.

Review authorizations for accuracy, including ensuring the correct Current Procedural Terminology (CPT) billing code is on them.

Check accuracy of figures, calculations and posting pertaining to financial transactions.

Operate AWARE database in order to input financial authorizations, adjust financial authorizations by debiting, crediting and totaling accounts using AWARE software.

Review budgets to ensure adequate availability of funding.

Print financial reports weekly and provide to the VRC and Area Manager.

Contact vendors to obtain signed authorizations, proper medical documentation and invoices in order to meet DSB billing requirements; communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions.)

Enter application information and case narratives as dictated by counselor.

Prepare forms, correspondence, reports and other documents utilizing appropriate software.

Run Activity Due Report for all caseloads on Monday of each week.

Review all open authorizations and follow up with vendors as needed for payment weekly.

On the first day of every month, print timeline reports including Application Status 60-day Eligibility expiration report.

Eligible Status cases approaching 90-day time limit to complete the initial Individualized Plans for Employment (IPE); Employed Status cases including the date entered the status; 90-day narrative report; annual reviews that are due report.

Case File Management (Weight 25) –

Maintain manual and computerized files, strict adherence to the Case Service Record Filing Procedures.

File client date material in case record on a weekly basis; perform timely destruction of confidential material and other records I, in compliance with departmental policy.

Keep a current listing of transition contacts and with the Transition Counselor's direction, send out transition related materials in at least September of February or as assigned.

Create contact letters to consumers to update case file management (job contact letters; job fair information; consumer contacts who have not participated in 90 days; student contact letters to update grades, class schedules, PELL grant information, etc.).

Send letters to consumers regarding ACB and NFB.

File information in the case file indicating the clients were advised of NFB Newline, AIRS, and the Library for the Blind.

General Office Support (Weight 15) –

Outside Little Rock, has primary responsibility as receptionist for their DSB local office; in Little Rock, is responsible for scheduled relief of the DSB receptionist; obtains information and directs calls to appropriate party; greet visitors; copy and collate materials for distribution; assist with meeting arrangements upon request;

Arkansas Division of Workforce Services

Services for the Blind

Functional Job Description: Job Title – Administrative Specialist II (Rehabilitation Technician)

Position Number: 22103986 Class Code: C073C Grade: GS03

Funding Source: 78.7% Federal 21.3% State

serve as mentor to new Rehabilitation Technicians upon Supervisor's request.

In the absence of the VRC, will assist consumer with completing applications and/or other paperwork as needed.

Upon request, make appointments and travel arrangements, with coordination and maintenance of State vehicles.

In Little Rock, input State vehicle reservations as requested and maintain State Vehicle travel log by entering the employee's name, date reserved, and destination.

Provide the Director's Assistant with gas receipts immediately after the last day of the month. Transport visually impaired employees and consumers as required.

Will record and maintain office minutes within directive.

Will participate in caseload staffing.

Caseload Management with Oversight (Weight 15) –

Provides direct caseload management with the direction of the Vocational Rehabilitation Counselor (VRC) or in the absence of the assigned VRC with the direction of the supervisor.

Monitors the incoming invoices and authorizations, contacts vendors to ensure information is received and correct for payment, 9 submit to the supervisor for final payment approval in the absence of the VRC).

Alert VRC or supervisor in the absence of the VRC to clients approaching the 60-day Eligibility expiration; clients requiring amended IPEs; Status 22 reports.

Responsible for inputting authorizations, authorization narratives, other contact narratives into AWARE at the VRC of Supervisor's direction.

Complies with all applicable federal, state, and agency policies, procedures, and time frames.

Employee will perform other duties as assigned.