



*Proud to be a
Yellow Ribbon
Employer*

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.

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.

DEED is a [Beyond the Yellow Ribbon](#) agency and committed to proactively supporting servicemembers, veterans, and military families. DEED offers great employment opportunities with a meaningful mission to truly make a difference in the lives of those under our care and for those in communities throughout Minnesota.

Job Class: Vocational Rehabilitation Technician Senior

Agency: Department of Employment and Economic Development

- **Job ID:** 73058
- **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 01/24/2024.
- **Date Posted:** 01/18/2024
- **Closing Date:** 02/01/2024
- **Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Economic Dev-AFSCME
- **Division/Unit:** Employee Payroll / SSB Workforce Development X
- **Work Shift/Work Hours:** Day Shift, 8:00am to 4:30pm
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, up to 5% of the time
- **Salary Range:** \$22.19 - \$29.87 / hourly; \$46,332 - \$62,368 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 206 - Clerical/AFSCME
- **Work Area:** 2200 University Ave. Suite 240 St. Paul, MN 55114
- **FLSA Status:** Nonexempt
- **Telework Eligible:** Yes, may be eligible to telework up to five (5) days per week. Although the incumbent in this role is telework eligible for a portion of their week, the incumbent must be agreeable to travel when it is needed (to client's homes, within the community, or the office) in the St. Paul area or other locations needed for meetings. Mileage reimbursement is provided per union contract.
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

Make a difference in the lives of Minnesotans.

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

Job Summary

The successful candidate may be eligible for a \$5,000.00 hiring incentive

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.

***Hiring Incentive: The successful incumbent of this position may be eligible for a hiring incentive of \$5,000 paid out in two (2) lump sums following the completion of the required probationary period and following two (2) years of successful service in the role.**

Minimum Qualifications

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

Knowledge of:

- Standard computer software programs for word processing, spreadsheets, and databases sufficient to create, modify, and protect files.
- Accounting principles and practices sufficient to analyze, interpret and prepare financial information, records, and reports.
- Data entry procedures and systems, such as Microsoft Office or similar data entry systems.
- Communications sufficient to communicate effectively with internal and external customers.
- Customer service practices and principles sufficient to identify each customer's needs, meet quality standards for services, that result in customer satisfaction.

Preferred Qualifications

State of Minnesota, Authority for Local Purchasing (ALP) Certification or the ability to successfully complete ALP Certification within six (6) months of hire.

Experience using:

- Workforce One (WF1), Statewide Integrated Financial Tools, (SWIFT), or similar data tracking software.
- Software applications such as Word, Excel, Outlook, Teams, Adobe Pro, and SharePoint.

Experience working with a diverse population including those with disabilities, particularly Blind, Visually Impaired, and Deafblind.

Skill in communicating in a secondary language.

Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

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 immersion 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.

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:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Brooke Hancock at brooke.hancock@state.mn.us or [651-259-7258](tel:651-259-7258).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Brooke Hancock at talent.acquisition.deed@state.mn.us.

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. Please indicate what assistance is needed.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. 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:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.