

Arkansas Division of Workforce Services

Services for the Blind

Certified Vocational Rehabilitation Services (Pre-ETS)

Job Vacancy Announcement

Recruitment Period:

Tuesday, October 19, 2021 to Monday, November 1, 2021

Position Number: 22161076 Class Code: L098C Grade: GS08

Entry Level Salary: \$45,010

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for a **Certified Vocational Rehabilitation Counselor** position. The **Certified Vocational Rehabilitation Counselor (Pre-ETS)** is responsible for testing, assessing, and counseling students in their vocational goals. Transition clients are those aged 14-24. This position is located in the **West Memphis Office, 2003 W. Broadway Ave., West Memphis, AR 72301**.

Thoroughly read the attached **Certified Vocational Rehabilitation Counselor** 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, November 1, 2021**.

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.

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Services for the Blind

Functional Job Description: Job Title – Certified Vocational Rehabilitation Counselor (Pre-ETS)

Position Number: 22161076 Class Code: L098C Grade: GS08

Funding Source: 78.7% Federal 21.3% State

Position Summary

The Vocational Rehabilitation Transition Counselor is responsible for testing, assessing, and counseling students in their vocational goals. Transition clients are those aged 14-24. Transition clients typically enter the VR system in high school or in an alternate setting that is in lieu of high school (home schooling, those that receive the GED and are now seeking employment, those in State's custody scenarios, etc. This position is governed by state and federal laws and agency/institution policy. (from OPM "class summary")

DSB Job Summary: The Vocational Rehabilitation Transition Counselor works under general supervision and is responsible for developing and administering Individualized Plans for Employment (IPEs) and providing counseling, training and/or placement services, and referral services for eligible individuals within state and federal law, departmental and divisional policies and procedures, and administrative direction. The Vocational Rehabilitation Transition Counselor also serves as mentor to non-certified staff upon supervisory request.

Education and Professional Work Experience

MINIMUM QUALIFICATIONS

The formal education equivalent of a master's degree in education, counseling, rehabilitation counseling, or counselor education; plus, two years of experience in counseling or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of vocational education, vocational rehabilitation, job placement, career opportunities, and evaluation.

Knowledge of the principles and practices of counseling and testing assessment.

Ability to plan, organize, and direct the work of others.

Ability to prepare, present, and review oral and written information.

Ability to develop, monitor, and evaluate vocational programs for individual student needs and for the vocational unit.

Ability to obtain and provide information, guidance, and counseling to students.

Job Responsibilities and Expected Results

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CASE DEVELOPMENT: (weight 42)

Pre-employment Transition Services:

Makes routine visits to all schools and LEA supervisors within the assigned coverage area once a quarter.

Attends IEP meetings of all identified students within assigned coverage area.

Maintains case files in AWARE and in hard copy.

Summarizes the meeting results on all IEPs attended, including the outcomes and next steps for all pre-employment consumers: (prevocational consumers are those aged 14 to 17).

Explains services and distributes all available resource information to the school system and the families upon request and at IEP meetings; makes appropriate referrals, provides information and technical assistance; arranges for or provides all needed assessments and evaluations; facilitates the development of adjustment to blindness, travel skills, skills of daily living, communication skills, support systems, vocational training, and securing/maintaining employment.

Moves clients through the VR process: application, eligibility, plans to determine employment, and closure phases.

Vocational Duties:

Completes applications for vocational services, explains services, rights and responsibilities for all consumers and their families beginning at age 14.

Completes the eligibility process for VR services in accordance with policy and with parent/guardian signed consent for those under 18.

Provides vocational counseling and guidance; Documents actions using narratives at least every 90 days.

Maintains confidential records and files.

Arranges for or provides all needed assessments and evaluations.

Develops Individualized Plans for Employment (IPE).

Maintains a minimum caseload of no less than 50 cases at all times.

To achieve at least 5 closures per year, 25 new vocational applications per year and the development of 25 new IPE's per year.

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The services on the IPEs must include vocational guidance and counseling career exploration, vocational and academic assessments, assistive technical training, blindness skills training, social skills training, mentoring connections, job shadowing, volunteer opportunities, internships, and IEP development.

The above services are to be provided in a developing sequence throughout the transition years in order to develop a strong goal and job experiences.

5 closures are required at the end of each individual employee's PPES rating year to be considered satisfactory. Additionally, 40 percent or at least 2 of these closures must occur by the employee's midpoint evaluation each year, other duties as assigned.

This duty area will be measured using the following percentages: 30% applications, 30% plans, and 40% closures.

CASELOAD MANAGEMENT: (weight= 32)

Plans and manages case service funds, prepares and submits proper documentation, authorizes services, completes agency reports, complies with all applicable federal, state and agency policies and procedures, submits documentation for potential Social Security reimbursement cases within 90 days after the consumer's case enters working status, develops and maintains referral sources, demonstrates collaborative activities including but not limited to Workforce and Centers for Independent Living, and other community resources in order to maximize utilization of similar benefits for YR consumers, other duties as assigned.

Administers assessment tools to identify vocational interests and career goals, conduct career exploration using an array of available job market tools (DOL, Arkansas Workforce).

Assist with vocational/technical, or college preparations, including applying for and obtaining financial aid and reasonable accommodations.

CONSUMER ASSISTANCE IN EMPLOYMENT OUTCOME: (weight 16)

Arrange for volunteer, internship, or job shadowing opportunities.

Completes applicable vocational and functional skills assessments.

Provides rehabilitation teaching to enhance the employment outcome.

Provides rehab teaching instruction in activities of daily independent living, use of adaptive equipment and assistive technology, software and devices, arranges for purchase and delivery of instructional and/or adaptive aids and appliances.

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Arranges for Low Vision assessments and trainings, provides basic instruction in Sighted Guide Skills and orientation to surroundings as needed.

Provides assistance in obtaining employment, provides counseling and guidance, evaluates job sites, obtains and utilizes current labor market information, obtains rehab engineering for job sites, establishes and maintains rapport with business the community to facilitate job placement, other duties as assigned.

PUBLIC AWARENESS & TRAINING ACTIVITIES: (weight 10)

Participates in or conducts in-service trainings, represents agency on task forces, committees, and on local Workforce Boards as assigned,

Attends training sessions, including those designed to maintain certification, engages in public speaking activities, and both facilitates and participates in the award and recognition process,

Provides mentoring to new non-certified staff and/or interns upon supervisory request.

Perform other duties as assigned.