

Arkansas Division of Workforce Services

Services for the Blind

Rehabilitation Counselor

Job Vacancy Announcement

Recruitment Period:

Tuesday, February 8, 2022 to Tuesday, February 22, 2022

Position Number: 22104193 Class Code: L051C Grade: GS06

Entry Level Salary: \$36,155

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for a **Rehabilitation Counselor** position. The Rehabilitation 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. This position is located in the **Division of Services for the Blind Field Office, 214 West MLK Blvd., Fayetteville, AR 72701.**

Thoroughly read the attached **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., Tuesday, February 22, 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.

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Functional Job Description: Job Title – Rehabilitation Counselor

Position Number: 22104193 Class Code: L051C Grade: GS06

Funding Source: 78.7% Federal 21.3% State

Position Summary

The Vocational Rehabilitation (VR) 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.

Education and Professional Work Experience

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in psychology, social work, counseling, sociology or a related field; plus, one year of experience in rehabilitation counseling or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

PREFERRED QUALIFICATIONS

Regular in-state travel is required. Occasional overnight travel is in-state and/or out-of-state is required for training and/or other assignments. Must demonstrate proficiency in Outlook, Excel, and Word. Prefer proficiency in AWARE data system.

*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 principles and practices of counseling, rehabilitation, and case management. Knowledge of agency, community, and state human service resources.

Ability to interview, obtain, evaluate, and diagnose information related to problems and services needed.

Ability to provide treatment, guidance, and counseling to clients.

Ability to serve as a social advocate for clients by providing information and evaluating and monitoring treatment plans.

Job Responsibilities and Expected Results

Case Development (Weight 42) –

Works with the consumer to monitor progress toward job placement and job retention,

Contacting the consumer, a minimum of every 90 days to ensure case progress.

Completes intake/applications and explains services, rights and responsibilities,

Conducts assessments and coordinates services with other agencies/partners as appropriate,

Determines eligibility for VR services in accordance with policy,

Provides counseling and guidance,

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Documents case management activities by entering case narratives, medical and progress reports into the case management system accurately throughout the case.

Maintains confidentiality of records in accordance with agency policy and in compliance with the CRCC code of ethical standards.

Assists consumers to develop Individualized Plans for Employment.

Maintains an average of 30 active cases at all times.

A minimum of 12 or 40% of active cases are successful rehabilitation closures during the evaluation period.

All referrals moved to application status within 10 business days.

Applications determined eligible/ineligible within 60 days (minus eligibility extensions).

All cases have an IPE developed within 90 days from eligibility.

Complete 15 new applications each year.

Develops 10 first IPEs for consumers entering Service Status.

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

Caseload Management (Weight 32) –

Plans and manages case service funds.

Prepares and submits proper documentation per status, authorizes services, completes agency reports, compiles with all applicable federal, state and agency policies and procedures.

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 comparable benefits for VR consumers.

Employee will perform other duties as assigned.

Enters case notes into case management system within 3 business days of the event.

Contacts the consumer at least once every 90 days and documents in the case management system.

Enters all required supporting documentation into case management system.

Has no more than 10 authorizations outstanding over 90 days annually.

Conducts an annual plan review on all IPEs each year and documents in the case management system.

Conducts an annual review on all cases closed ineligible as required.

Documents measurable skill gains/credential attainment in cases receiving training services, where at least 75% of these cases achieve measurable skill gains/credential attainment.

Documents income gains from application to closure, where at least 5 or 40% of successful closures achieve an income gain.

Consumer Assistance in Employment Outcome (Weight 16) –

Completes applicable vocational and functional skills assessments.

Provides rehabilitation teaching to enhance the employment outcome.

Provides rehabilitation 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.

Arranges for Low Vision assessments and trainings; provides basic instruction in Sighted Guide and Orientation to surroundings as needed.

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Provides assistance in obtaining employment.

Provides counseling and guidance, evaluates job sites, and obtains and utilizes current labor market information.

Obtains rehabilitation engineering for job sites.

Establishes and maintains rapport with the business community to facilitate job placement.

Conducts outreach to 2 employers per month and documents contacts.

Conducts 1 training to employers per quarter.

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.

Nominates one consumer each year for the DSB Consumer of the Year, and both facilitates and participates in the award and recognition process.

Attends training and/or graduate school to obtain Certified Rehabilitation Counselor (CRC) certification in compliance with agency guidelines.

Nominates and coordinates the award presentation for a COY from their caseload according to established schedule.

Employee will perform other duties as assigned