



STATE OF NEW MEXICO
invites applications for the position of:

Vocational Rehabilitation Counselor Advanced (CFB #6245)

SALARY: \$15.28 - \$26.59 Hourly
\$31,782.40 - \$55,307.20 Annually

JOB TYPE: Permanent Position
OPENING DATE: 02/16/17
CLOSING DATE: 03/05/17 11:59 PM
DEPARTMENT: Commission for the Blind
LOCATION: Albuquerque

JOB DESCRIPTION:

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ (505) 695-5606.

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

The incumbent in this position will help blind/visually impaired individuals obtain or maintain employment by providing vocational rehabilitation services such as adjustment counseling, career assessment, education/training, assistive technology, and job placement services.

This position is a pay band 65.

CLASSIFICATION DESCRIPTION:

Rehabilitation Counselor Advanced

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work and/or Special Education with no experience required.

Employment Requirements:

Must obtain and maintain Certified Rehabilitation Counselor certification (CRC) issued by the Commission on Rehabilitation Counselor Certification, or be eligible to sit for the CRC examination. Must possess and maintain New Mexico rehabilitation counselor licensure as defined in the New Mexico Public Education Department Rules (6.63.11) NMAC.

Statutory Requirements:

Rehabilitation Counselor licensure as defined in the New Mexico Public Education Department Rules (6.63.11) NMAC. - If selected, incumbent with only a Bachelor's Degree will be required to complete a Master's Degree program in Vocational Rehabilitation counseling within four years of hire at the employer's expense.

SUPPLEMENTAL INFORMATION:**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and telephone usage. Regularly works with individuals with secondary disabilities, some of which resulting in challenging behaviors. Occasionally exposed to service animals. Regular travel is required within service territory, including occasional overnight travel.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Non-Exempt. FLSA status may be determined to be different at the agency level

Bargaining Unit:

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Agency Contact Information:

Kelly Quintana, Human Resource Manager, (505) 476-4456 or email:
Kelly.quintana@state.nm.us

Link to Agency:

<http://www.cfb.state.nm.us/>

Applicant Help/How to Apply:

<http://www.spo.state.nm.us/>

[Facebook](#)

[LinkedIn](#)

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.spo.state.nm.us/>

2600 Cerrillos Road
Santa Fe, NM 87505

Job #2017-00558
VOCATIONAL REHABILITATION COUNSELOR ADVANCED
(CFB #6245)
AS

justin.najaka@state.nm.us

Vocational Rehabilitation Counselor Advanced (CFB #6245) Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have completed. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- ☐ Eighth Grade
 - ☐ Tenth Grade
 - ☐ High School Diploma or GED
 - ☐ Associates Degree or Technical/Vocational Certificate
 - ☐ Bachelors
 - ☐ Masters
 - ☐ Juris Doctorate
 - ☐ Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- * 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- ☐ None
 - ☐ 3 months of experience
 - ☐ 6 months of experience
 - ☐ 1 year of experience
 - ☐ 2 years of experience
 - ☐ 3 years of experience
 - ☐ 4 years of experience
 - ☐ 5 years of experience
 - ☐ 6 years of experience
 - ☐ 7 years of experience
 - ☐ 8 years of experience
 - ☐ 9 years of experience
 - ☐ 10 years of experience
- * 3. F10410-665 Do you possess a Master's Degree or certification in a field exclusive to work with individuals who are blind or visually impaired?
- ☐ Yes
 - ☐ No
- * 4. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.
- * 5. G1015A-606 Do you have experience working with an agency or entity whose main focus is providing direct services to individuals who are blind or visually impaired?
- ☐ yes
 - ☐ no
- * 6. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.
- * 7. G1015A-606 Are you a Certified Rehabilitation Counselor (CRC), are you eligible to sit for

the CRC, or do you possess alternative New Mexico State Rehabilitation Counselor Licensure?

- ☐ yes
- ☐ no

* 8. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

* 9. G1015A-606 Do you possess a Master's Degree in Vocational Rehabilitation Counseling or are you currently enrolled in a Master's Degree program in Vocational Rehabilitation Counseling?

- ☐ yes
- ☐ no

* 10. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

* 11. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).

PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

☐ I understand

* Required Question