



WASHINGTON STATE
DEPARTMENT OF SERVICES FOR THE BLIND

Rehabilitation Technician 1

(Permanent, Full-Time)

*Inclusion, Independence,
and Economic Vitality for
People with
Visual Disabilities*

WASHINGTON STATE
DEPARTMENT OF SERVICES
FOR THE BLIND

4565 7th Avenue SE
Lacey, WA 98503
Phone: 360-725-3830
Fax: 360-407-0679

3411 S. Alaska Street
Seattle, WA 98118-1631
Phone: 206-721-4422
Fax: 206-721-4103

Salary Range: \$2,542 - \$3,293 per month

Location: Lacey — Tacoma, WA

Closes: January 11, 2010 (or until filled)

Do you want to join an agency that has consistently been a national leader among blind agencies in competitive employment? Join us in the advancement of our mission—"Inclusion, Independence, and Economic Vitality for People with Visual Disabilities"—and you'll help lead the way.

Washington State offers a generous benefits package including medical, dental, vision, long-term disability, and life insurance and retirement. Department of Services for the Blind (DSB) employees enjoy extensive opportunities for professional and personal development. The Tacoma office is located in the vibrant downtown university, business, arts, and historical community on South Puget Sound. The Lacey-Olympia office is centrally located in a park-like setting within walking distance of shopping, restaurants, bus lines, and less than 2 miles from I-5.

Essential Activities

The Rehabilitation Technician 1 position performs paraprofessional vocational rehabilitation services and administrative support functions as a member of the work team that provides services to blind, deaf-blind and visually impaired individuals.

This position provides office, administrative, direct client and other support functions for the interdisciplinary Customer Services Unit in the Tacoma and Lacey offices.

Job Duties

- Provide administrative supports for Tacoma & Lacey office staff
- Initiate and track authorizations for customer & office purchases
- Assist in Office Management Duties
- Provide direct client services

Required Qualifications

- Two years of college course work and one year of experience performing direct customer service in a non-retail environment.
- Additional experience and education will substitute for the required education or experience.



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- Demonstrated ability to independently schedule, organize and prioritize workload.

Special Requirements

- May require occasional travel (attending trainings and or providing direct client services).
- Criminal background investigations are required for all DSB employees due to the nature and security requirements of the job.

To Apply

Initial screening will be based solely on the information contained in your application materials.

- Submit a completed Washington State Employment Application by using the following link and resaving the document in MS Word which ensures that all accessibility features work (http://dsb.wa.gov/documents/DSBGeneralEmploymentApp2007Accessible_005.doc).
- Attach a letter of interest which states how you meet the qualifications as shown on this announcement.
- Attach a copy of your resume.
- Include photocopies of college transcripts.
- Be prepared to provide references at the time of interview.

Only the most qualified applicants will be considered for an interview and further assessment. If you will need reasonable accommodation in the application/assessment process, please submit your request in writing along with your application.

Electronic application materials in Word format are preferred and can be emailed to: Ellen.Drumheller@dsb.wa.gov.

Hard copies of transcripts and/or application materials can be mailed to:
Department of Services for the Blind
Attn: Ellen Drumheller
PO Box 40933
Olympia, WA 98504-0933
Phone: 360-725-3836
Fax: 360-407-0679

NOTE: *The Washington State Department of Services for the Blind (DSB) is an equal opportunity employer. Women, persons over 40 years of age, racial and ethnic minorities, persons of disability, Vietnam era veterans, and disabled veterans are encouraged to apply. Washington's Law Against Discrimination prohibits discrimination based on a person's sexual orientation or gender identity. Background checks, to include fingerprinting, are required for employees and applicants considered for positions within DSB when the employee will have unsupervised access to customers who are considered vulnerable adults or children. DSB employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Service. Accommodations for applicants who qualify under the Americans with Disabilities Act are available upon request.*