



CAREER OPPORTUNITY

State of Hawaii, Department of Human Services
1390 Miller Street Honolulu, Hawaii 96813



Opening Date:
August 18, 2011

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Continuous Recruitment Until Needs Are Met

VOCATIONAL REHABILITATION SPECIALIST V - DHS RECRUITMENT NO. 12-01

(STATE PLAN COUNSELOR)

OAHU EMPLOYMENT ONLY

[Immediate vacancy in the Services for the Blind Branch](#)

\$4062.00 (SR-24) per month

JOB DUTIES: Supervises and participates in vocational rehabilitation and allied services of an operating unit; independently performs all vocational counseling, evaluation and rehabilitation services for individuals representing the most difficult and complex cases; provides all vocational rehabilitation services alone at a field station; or serves as a program specialist; certifies and regulates those who provide direct vocational rehabilitation services to industry injured employees; and performs other related duties as assigned.

Immediate vacancy in the Services to the Blind Branch providing VR services to eligible individuals who are blind, deaf-blind, or visually impaired, in achieving gainful employment, or in functioning more independently in the home and community.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants for positions who perform, or are authorized to perform, direct counseling services as specified in the State Plan for Vocational Rehabilitation Services must meet the following requirements:

Education Requirement:

1. possess a Master's degree in rehabilitation counseling accredited by the Council on Rehabilitation Education (CORE); or
2. current certification as a Certified Rehabilitation Counselor (CRC); or
3. CRC eligible (meet all graduate level education, internship and experience requirements to be acceptable for certification as a CRC).

Specialized Experience:

Applicants must possess two (2) years of professional experience in one or a combination of the following:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business, or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training and placement of persons with disabilities into gainful employment.

Such qualifying experience must have demonstrated the ability to independently develop training programs for persons with the most severe disabilities, to assist them in adjusting to the training program and/or work situation, and to place them in gainful employment. This level of experience must have provided the applicant with substantial knowledge of mental and physical diseases and disabilities in terms of the practical effects such disabilities have in placing the individual in employment.

DRIVER'S LICENSE REQUIREMENT: For certain positions, applicants may be required to have a valid license to drive in the State of Hawaii.

HOW TO APPLY:

1. Applications are available at the Department of Human Services (DHS) - Personnel Office or at <http://hawaii.gov/dhs/quicklinks/DHSEmploymentOpportunities/>, the State Recruiting Office, county Departments of Personnel, Work Force Development Offices, Lanai Public Library, and Bond Memorial and Kealakekua Public Libraries on the island of Hawaii.
2. Complete and return all forms to the Department of Human Services - Personnel Office, 1390 Miller Street, Room 202, Honolulu, Hawaii 96813. Your application may be rejected if the required documentation as identified below is not submitted at the time of application. A legible photocopy of your application with current information and an **original signature** will be accepted.

REQUIRED FORMS/DOCUMENTATION:

You must submit the following forms/documentation together with your application or your application may be rejected:

1. Evidence of the appropriate training (e.g. transcripts or diploma) to be given credit for education. A photocopy will be accepted; however, DHS reserves the right to request for an official copy.

TESTING INFORMATION:

The examination for this recruitment will be conducted on an unassembled basis, where the examination score is based on an evaluation and rating of your education and experience. It is, therefore, important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours you worked per week.

NOTE: The Department of Human Services will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure your knowledge and skills necessary for satisfactory performance of the duties and responsibilities of this class of work. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call 586-4950 (v/t) as soon as possible. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

MERIT OR CIVIL SERVICE SYSTEM: You must meet minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service Employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's Notice of Examination Results and Eligibility card.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration and Naturalization Service, you may also apply.

HAWAII STATE RESIDENCY REQUIREMENT: Persons who are nonresidents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

VETERAN'S PREFERENCE: If you are claiming the 5 or 10 point Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying period(s) of your service at the time of application.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

HOW TO FILE: Applications should be submitted in person or by mail to:

Department of Human Services
1390 Miller Street
Honolulu, Hawaii 96813

WHEN TO FILE: File applications immediately. Mailed applications and supplemental materials should be postmarked by midnight of the last day to file applications. For positions indicating *Continuous Recruitment Until Needs Are Met*, the last day to file applications will be posted in the Personnel Office at the address listed above.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

INTERNAL COMPLAINT AND APPEAL:

Internal Complaint: If you do not agree with an action taken on your application, you may file an internal complaint. This must be done by submitting the Department of Human Services Internal Complaint Form, DHS9005 to the Department of Human Services, Personnel Office within seven (7) working days after the date of the notice. A review will not be conducted if you do not file your complaint within the seven (7) working day limit.

Appeal: If you do not agree with the internal complaint decision or action taken by the Department of Human Services, you may appeal to the State Merit Appeals Board within 20 days from the date of your notice. Persons wishing to file an appeal with the Merit Appeals Board must first complete the Internal Complaint process.

Initiating the internal complaint or appeal process shall not suspend or delay the referral of other qualified internal, non-competitive or external, open-competitive applicants, or cause the suspension or reversal of completed applicant selection and appointment(s).