Department of Rehabilitation Services

**Please Post**

**Job Announcement # 12-092**

## Position Title/Code/Level: Vocational Rehabilitation Specialist, Level IV, K21D

 (May fill as a Level III, K21C or Level II K21B)

##### Location: VR #05 – Weatherford

**Number of Positions/PIN:** **(1) – Classified** **/** **80500339**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level IV (Pay Band M) $3,612.53 $4,194.67 $5,243.33

#### Level III (Pay Band L)  $3,172.41 $3,779.08 $4,723.83

###### Level II (Pay Band K)  $2,633.00 $3,435.58 $4,294.50

###### Beginning Date: Tuesday, January 17, 2012

**Ending Date: Monday, January 30, 2012 at 11:59 p.m.**

**Essential Functions:** This position is responsible for working with individuals with disabilities and will consult with physicians, psychologists and other disability professionals regarding functional limitations, treatment and prognosis of applicants. Duties will include utilizing knowledge of principles and practices of vocational rehabilitation counseling sufficient to determine eligibility; completing comprehensive rehabilitation counseling and guidance services; participating in job readiness, job seeking and job placement activities in preparation for successful case closure. Additional duties include providing transition from school to work services and attending IEP meetings to assist with transitional goals, this position will follow agency policy and case record documentation guidelines throughout the vocational rehabilitation process. Applicant must be willing to perform all job related travel. **Probationary period (or trial period if applicable) is required**.

**Background Check:** Effective January 1, 2012, the successful candidates for positions at the Oklahoma Department of Rehabilitation Services will be required to pass an Oklahoma State Bureau of Investigation criminal investigation and background check.

**Education and Experience Requirements:** Level II - requirements at this level consist of a master’s degree in rehabilitation counseling or human resources with a rehabilitation counselor major that has been awarded by a program accredited by the Council on Rehabilitation Education (CORE); OR any master's degree and is eligible to sit for the certification/licensure exam specific to the professional job duties such as the Certified Rehabilitation Counselor (CRC), the Licensed Professional Counselor (LPC), Certified Vocational Evaluator (CVE), or the Professional Vocational Evaluator (PVE) certification. Level III - requirements at this level consist of those listed at Level II plus two years of professional experience in counseling, job placement, vocational evaluation or rehabilitation. Level IV - requirements at this level consist of those identified in Level III plus two years of professional experience in counseling, job placement, vocational evaluation or rehabilitation.

**Method of Application:** ALL SOURCES – Applicants, without previous classified state service, those that are in the unclassified status OR currently in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system ([www.ok.gov/opm/](http://www.ok.gov/opm/)). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights;Submit **one (1) complete set** of all of the following application materials: A cover letter that contains the **Job Announcement Number, Job Title and Job Code** of the position for which you are applying, a telephone number where you can be reached during office hours, your home mailing address, your e-mail address, your current classification and job code **and** a completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B). DRS’ requires applicants to provide copies of performance evaluations at the interview process.

 **Send OPM 4B and Cover letter to:**

 **Department of Rehabilitation Services**

 **Attn: Human Resources Unit**

 **3535 NW 58th Street, Suite 500**

 **Oklahoma City, Oklahoma 73112**

 **Fax: (405) 951-3543**

If you have any questions regarding this position or the application process, contact Calvin Small at (405) 951-3527 or Randal Zotigh at (405) 951-3454.

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