**Iowa Department for the Blind**

**JOB ANNOUNCEMENT**

**POSTING DATE:** October 29, 2015

**JOB TITLE: Voc Rehabilitation Counselor/**

**Senior Services Specialist for the**

 **Blind 1**

**JOB CODE: 41151 Senior Services Specialist**

**for the Blind 1**

**LOCATION:** Polk County, Iowa

**LOCATION ZIP CODE:** 50309

**PART TIME/FULL TIME STATUS:** 1 Permanent/Full-Time Position

**SALARY MINIMUM:** $46,092

**SALARY MAXIMUM:** $70,200

**DUTIES:**

JOB DESCRIPTION:

The Department for the Blind (IDB) is seeking applicants for the position of Senior Services Specialist for the Blind 1/ Vocational Rehabilitation Counselor. This position is responsible for assisting blind and visually impaired clients to obtain, retain, or maintain employment. The position provides counseling and guidance and ensures that clients receive training in the alternative techniques of blindness in order for an individual to make a positive adjustment to blindness and successfully pursue vocational goals.  This position will be domiciled in Iowa, location to be negotiated.

Duties and responsibilities to include the following areas:

**Case Management**

* Independently prioritizes workload to maximize effective utilization of time, resources, and agency assets. This position is statewide.
* Submits necessary reports, case recordings, authorizations, and correspondence in a timely and accurate manner.
* Maintains client files and other records in an organized and specified format.

 **Application and Eligibility Determination**

* Interviews applicant, consults with family, and contacts other sources such as ophthalmologists, community partners, and employers to procure visual, medical, psychological, social and educational information.
* Determines eligibility for services, assesses vocational, social and medical needs through appropriate testing and medical reports.

 **Plan Development/Counseling and Guidance/Plan Implementation**

* Provides guidance and counseling regarding client’s personal and vocational adjustment throughout the rehabilitation process.
* Assists clients through informed choice in determining appropriate vocational goals and serves as a resource for clients seeking information regarding employment and employment goals.
* Maintains a working knowledge of assistive technology and reasonable accommodations.

 **Employer Development and related duties:**

* Assists clients to obtain an employment outcome using a variety of job development and job placement strategies including contacting employers, assessing employers’ needs, and providing resources and education to employers and clients.
* Counsels and guides clients in the establishment of self-employment goals.

 **Public Awareness and Education**

* Advocates, consults, advises, educates, mediates, and intercedes with service providers, employers, and the general public.
* Develops and maintains referral sources by providing information and resources through personal contacts, written communication and presentations.

It is the policy of the Department for the Blind to conduct background checks on all finalist candidates prior to any offer of employment.

For further information, contact VR Program Supervisor, Keri Osterhaus, 515-281-1281 or 800-362-2587.

**SELECTIVE CERTIFICATIONS:**

**752: VOCATIONAL REHABILITATION**

6 months’ experience, 12 semester hours, or a combination of both that specifically relates to employment and training services for individuals with disabilities. That knowledge base will include an awareness of the unique needs of this population, laws relating to discrimination or reasonable accommodations, assistive technology, and an understanding of employment and training systems and services, especially as provided in Iowa.

**257: CAREER DEVELOPMENT COUNSELING**

6 months’ experience at the high school or college level or in the public or private sector such as Iowa Workforce Development or an employment agency. In the case of the latter, must have experience analyzing and assessing applicants’ work and education history and applying it to career goals.

• Must possess broad knowledge of postsecondary education and/or job training infrastructure.

• Must be able to communicate with program participants of varying academic and vocational abilities

 **025: AMERICAN SIGN LANGUAGE (ASL)**

6 months’ experience in the actual using of American Sign Language to translate messages to others, train and supervise other translators/interpreters, or educate others on the role of interpreters

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**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a degree in human service-oriented sciences, education, marketing or business and experience equal to three years of full time professional work.

For additional ways to qualify, please click on this [link to view the job description](https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/JobClassDescriptions/SeniorServicesSpecialistfortheBlind1-41151.pdf) and minimum qualifications.

**POST CLOSE DATE: November 25, 2015**

**TO APPLY:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Applications to DAS-HRE only, will not be considered.

For further information, contact VR Program Supervisor, Keri Osterhaus, (515) 281-1281 or (800) 362-2587.

Persons who wish to be considered for this positon must submit a resume and letter of application to:

Keri Osterhaus – VR Program Supervisor

Iowa Department for the Blind

524 Fourth Street

Des Moines, IA 50309

Or email keri.osterhaus@blind.state.ia.us

All applicants need to apply by 11:00p.m. on the day of the post-closing.