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|  | Job Posting |
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|  | **Job Title** |  |  |
|  |  | Rehabilitation Counselor Career or Senior - Intake Counselor |
|  | **Job ID** |
|  | 43791 |
|  | Location |
|  | St. Paul |

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|  | **Full/Part Time** |  |  |  |  |  |  |  |  |
|  |  |  | Full-Time |
|  | **Regular/Temporary** |  |  |
|  |  |  | Unlimited |
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| The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED’s mission is simple: to empower the growth of the Minnesota economy, for everyone. Our state’s economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. The unique role of DEED is to empower businesses and workers to grow our economy by building partnerships, planning for long term growth, and creating opportunity for workers from all backgrounds and experiences. We are driven to find talented and innovative public servants, motivated by the opportunity to serve businesses, people, and the greater good. At DEED you will join a diverse team, inspired by challenging work and united by shared values that guide our work every day. At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious. |

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|  | **Job Details** |
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|  | **Job Class:  Rehabilitation Counselor Career or Rehabilitation Counselor Senior****Working Title:  Intake Counselor****Who May Apply**:  Open to all qualified job seekers; This vacancy is open for bids and for all qualified job seekers simultaneously.  Bidders will be considered through 02/16/2021.**Date Posted**:  02/10/2021**Closing Date**:  02/23/2021**Hiring Agency/Seniority Unit**:  Department of Employment & Economic Development / MAPE**Division/Unit**:  State Services for the Blind / SSB Workforce Development / St Paul**Work Shift/Work Hours**:  Day Shift**Days of Work**: Monday - Friday**Travel Required**:  Yes**Salary Range:**$25.71 - $37.82/hourly; $53,682 - $78,968/annually**Classified Status**:  Classified**Bargaining Unit/Union**:  214 - MN Assoc of Professional Empl/MAPE**FLSA Status**:  Exempt - Professional[Connect 700 Program Eligible](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/):  Yes |

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|  | **Job Summary** |
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|  | **Job Summary**DEED's State Services for the Blind (SSB) has been serving blind, visually impaired and DeafBlind Minnesotans since 1923.  It does so with a staff of 130 dedicated personnel, over 650 skilled volunteers, an active State Rehabilitation Council for the Blind, and a host of community partners.  Each year SSB assists thousands in leading full, active and productive lives.  Come be part of a great organization in a great state!The counselor position for intake and eligibility conducts group and individual intake and orientation meetings to ensure that interested individuals have a complete summary of the scope of services provided by SSB and if they choose to apply for VR services, they understand that they intend to achieve a competitive integrated employment outcome.  This position determines eligibility of applicants and ensures that all pertinent documentation for beginning services is collected.  This position is also responsible for a smaller adult caseload and so plans, authorizes, and coordinates service delivery of individualized VR services in partnership with blind, visually impaired, and DeafBlind individuals.This position participates in all aspects of implementing the mission and purpose of the Workforce Development Unit of State Services for the Blind. **Job Duties*** Monitor case services budget.
* Provide orientation and intake to interested individuals.
* Collect necessary documentation to assess eligibility for services.
* Conduct a comprehensive assessment of all factors relevant to the development and preparation of an Individualized Plan for Employment (IPE) in accordance with federal and state law and applicable policies and procedures.
* Working in partnership with the customer, implement and successfully complete an IPE resulting in gainful employment.
* Plan and provide individualized placement services needed to facilitate the achievement of the consumer's vocational rehabilitation goal.
* Provide support to the overall mission of the Workforce Development Unit through a variety of activities.
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|  | **Qualifications** |
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|  | **Minimum Qualifications****This vacancy is being posted at two different levels: Only 1 position will be filled dependent on the qualifications of the successful candidate.****Rehabilitation Counselor Senior:**Masters Degree in Vocational Rehabilitation Counseling, Blind Rehabilitation Teaching, Social Work, Psychology, Disability Studies, Human Resources, Education, Special Education, School Counseling, or related degree as determined by the appointing authoritySkill in Human Relations to build cooperative working relationships with the customer as well as with partners throughout the vocational rehabilitation process.**Rehabilitation Counselor Career:**Masters Degree in Vocational Rehabilitation Counseling, Blind Rehabilitation Teaching, Social Work, Psychology, Disability Studies, Human Resources, Education, Special Education, School Counseling, or related degree as determined by the appointing authorityANDThree (3) years of related work experience which demonstrates knowledge of one-to-one counseling, caseload management, development of rehabilitation plans, customer assessment, and job placement servicesSkill in human relations to build cooperative working relationships with the customer as well as with partners throughout the vocational rehabilitation process.**Preferred Qualifications****For both classifications:**Experience working with individuals who are Blind, visually impaired or DeafBlind.Proficient in a second language.Ability to interpret and explain in plain language complex information such as guidelines, regulations, policies, medical and psychiatric reports.Ability to analyze assessment information sufficient to identify and address the customer’s vocational rehabilitation needs.Experience applying counseling techniques sufficient to conduct an effective diagnostic interview, to assist the client in completing the rehabilitation plan, and address any issues that emerge during the customer’s rehabilitation process. **Physical Requirements**This position requires an Adjustment to Blindness emersion, training program. The emersion experience helps new employees understand what’s possible for people who are blind, DeafBlind or visually impaired by allowing them to experience it for themselves. The training takes place at an Adjustment to Blindness training center and can run up to 6-7 weeks.**Additional Requirements**This position requires successful completion of the following:Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance. It includes contact with the applicant's current and/or former employers.A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status). |

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|  | **Why Work For Us**GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.**How to Apply**Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637 from 9:00AM – 4:00PM.For additional information about the application process, go to <http://www.mn.gov/careers>If you have questions about the position contact Stacey Phillips at  stacey.phillips@state.mn.us **Connect 700 (C700) applicants must email their certificate to** stacey.phillips@state.mn.us **by 11:59PM of the posting close date to be considered as a C700 applicant.**The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities.  If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at 651-259-7089 or Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed. AN EQUAL OPPORTUNITY EMPLOYERThe State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need. |

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