



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

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OPEN: 03/29/18
CLOSE: 04/16/18

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: VOCATIONAL REHABILITATION COUNSELOR

RESPONSIBLE TO: RED Program Manager/Counselor

SALARY: GS-7 \$34,137 - \$44,371 Annual/Full Benefits
GS-8 \$37,810 - \$49,615 Annual/Full Benefits
GS-9 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience and training level, and normally is not above the first grade, mid-step range.

This position is grant funded for approximately five (5) years.

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Boulevard
Chiloquin OR 97624

INTRODUCTION

This position is located within the Klamath Tribes Re-Employment by Design (RED) Vocational Rehabilitation (VR) Program. The purpose of the position is to provide culturally appropriate Vocational Rehabilitation (VR) services to eligible, enrolled Klamath Tribes members who live within the Service Delivery Area. The VR Counselor will assist to empower VR Consumers to

regain, retain, or obtain a successful employment outcome consistent with their strengths, resources, priorities, concerns, abilities and informed choices.

MAJOR DUTIES AND RESPONSIBILITIES

1. Conduct in-take interviews with applicants for the purpose of establishing rapport and build a positive working relationship with the consumer and to collect information vital in determining eligibility of the consumer to receive culturally appropriate VR services.
2. Determine whether the consumer is eligible to receive Tribal VR services and is employable based on the applicant's diagnostic evaluation by a qualified medical or mental health professional.
3. Interpret for the consumer Tribal VR Procedures and Policies Manual, as well as the Oregon State VR Policies and Procedures, as they relate to the provision of VR services and to the consumer.
4. Evaluate the functional and vocational capacities of the applicant.
5. Counsel and guide the VR consumer through a job search that leads to job placement for the consumer.
6. Coordinate and compare costs related to comprehensive services for the consumer by collaborating with other Federal, State and Tribal agencies to meet the requests of the consumer during the vocational rehabilitation process.
7. Interpret the interrelated issues of disabilities and their impact socially and emotionally on the consumer to enable the consumer to attain a better understanding of themselves in relation to their disabilities, their family members, their environment, and their employment opportunities.
8. Establish and maintain an employer contact file for job development and job placement for consumers. Determine the need for financial assistance and provide for necessary maintenance and transportation allowances.
9. Work with potential employers concerning job analysis for consumers and assists with workplace modifications, the use of assistive technology and accessibility in the workplace.
10. Consult with qualified medical and or mental health personnel to determine the eligibility of each applicant for VR services. This is done to ensure that the consumer is

receiving the most effective VR services available to the consumer's employment outcome.

11. Recommend authorization of the expenditure of funds for payment of medical examinations, psychological evaluations, and transportation costs for diagnostic purposes and other support services related to the diagnostic evaluations and for the completion of the Individualized Plan for Employment.
12. Network with tribal, local and state agencies to gain knowledge of services available for consumers.
13. May occasionally meet with Special Education Instructors and parents to explain the Tribal VR services that are available to high school seniors with disabilities preparing to graduate and enter the community workforce or college and assist with that transition.
14. May be required to transport clients to and from appointments as needed.
15. Must adhere to strict confidentiality guidelines concerning consumers, VR services and consumer information.

SUPERVISORY CONTROLS

This position is under the direct supervision of the RED Program Manager/Counselor. The incumbent in this position is expected to work independently, ensuring policies and procedures of the program are carried out, referring unusual problems or matters affecting policy to the supervisor. Must exercise good judgment in working with clients and subordinates. Records will be frequently reviewed on a regular basis to ensure program compliance.

The supervisor outlines the overall Tribal, departmental and program objectives and priorities, time limits and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment and according to previous training, experience, and instructions. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Ensure deadlines are met.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of American with Disabilities Act (ADA) laws.

Knowledge of case file management that includes creating the files, maintenance and retrieval of information stored in such files.

Skill to read and interpret information for the purposes of understanding of procedures and policies practiced by Tribal VR; managing information and data that is used to develop a successful employment outcome.

Demonstrated positive networking skills to access Social Service Resource Providers; and to encourage positive relationships with federal, state and local agencies for purpose of collaboration or referral.

Positive experience working in a team environment.

Experience using motivational skills to assist VR consumers in reaching their potential of employment.

Ability to maintain a high level of strict confidentiality of records and information pertinent to the nature of the work.

Ability to apply active listening, counseling techniques, cognition theory, psychological assessment tools, psychology theory and teaching techniques.

Ability to apply and utilize labor market information for VRS placement and training.

Ability to empathize with others while providing counseling or related services.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Skill in using a computer and the use of general office software.

Ability to communicate orally and in writing. Employee should be able to express himself/herself in a clear and concise manner for the purpose of correspondence, reports and instructions, etc., as well as for obtaining information and effectively conveying messages and information between supervisor and other staff.

Must adhere to strict confidentiality guidelines concerning consumers, VR services, and consumer information.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- Master's Degree in Vocational Rehabilitation Administration, Counseling, Human Service, or related field with one (1) year of experience in a counseling field, preferred **OR** BA/BS Degree in Vocational Rehabilitation Administration, Counseling, Human Service area or related field with two (2) years of experience in a counseling field, **REQUIRED.** *(Copy of degree or transcripts must be submitted with application.)*
- Commission on Rehabilitation Counselor Certification (CRCC), the Commission for Case Managers Certification (CCMC), or the Certification of Disability Management Specialists Commission (CDMSC), preferred.
- Experience working with Native American families, preferred.
- Knowledge of Americans with Disabilities Act (ADA) laws, **REQUIRED.**
- People with disabilities are encouraged to apply.
- Computer experience, **REQUIRED.** Emphasis will be in the use of Microsoft Word, Excel, Access, and work in a networked environment.
- Must submit to and clear an alcohol/drug screen test and submit to random testing as per policy, **REQUIRED.** *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must possess a valid Driver's License, have a good driving record and be insurable by the Klamath Tribes. If applicant is from out of state then a a valid Oregon Driver's License must be obtained and within initial 90-day probationary period and maintained as a condition of employment, **REQUIRED.** *(Copy of valid DL must be submitted with application. Out of state applicants must submit copy of DMV record in addition to copy of DL.)*
- Must submit to and clear a criminal records background investigation in accordance with the Indian Child Protection and Family Violence Prevention Act, **REQUIRED.** Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED.** *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED.**

INDIAN PREFERENCE:

- Indian Preference will apply. (*Must submit proof of Indian Preference with application.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.