



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

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

OPEN: 06/28/24  
CLOSE: Until Filled

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

**POSITION DESCRIPTION**

**POSITION:** VOCATIONAL REHABILITATION COUNSELOR

**RESPONSIBLE TO:** RED Program Manager/Counselor

**SALARY:** Step Range: 17-27; Full Benefits  
Salary Range: \$45,728 - \$61,454  
Hourly Range: \$21.98 - \$29.55

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Boulevard  
Chiloquin OR 97624

**BACKGROUND:** P.L. 101-630 (child contact level)

**POSITION OBJECTIVES**

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 Vocational Rehabilitation (VR) services to eligible, enrolled Klamath Tribes members who live within the Service Delivery Area. The VR Counselor will assist to empower clients 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 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 capacity of the applicant and Counsel the VR client through a job search that leads to job placement.
5. 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.
6. 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.
7. Maintain organized client files, case notes and a structured case management workload.
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 site analysis for consumers and assist 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 client 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. Transport clients to and from appointments as needed.

14. Must adhere to strict confidentiality guidelines concerning consumers, VR services and consumer information.
15. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **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, ABILITIES**

Knowledge of American with Disabilities Act (ADA) laws.

Knowledge of case file management that includes creating the files, organization, 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 client and 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 them self 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.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess an associate's degree in a human services related field or certificate of completion in Vocational Rehabilitation Counseling or Human Services related field (*Must submit copy of diploma, certification or transcripts with application*).
- **REQUIRED** to have documented experience in a counseling field.
- **REQUIRED** to have knowledge of Americans with Disabilities Act (ADA) laws.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The

Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept 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.

**Preferred Qualifications:**

- Experience working with Native American families.
- Bachelor's degree in human services counseling field.
- At least 2 years of counseling experience and case management

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE**

Submit The Klamath Tribes *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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>