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

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

EXEMPT _X_
NON-EXEMPT ____

OPEN: 10/15/26
CLOSE: Until Filled

POSITION DESCRIPTION

POSITION: **PROGRAM MANAGER/COUNSELOR**

RESPONSIBLE TO: Education & Employment Department Director

SALARY: Step Range: 23-33; Full Benefits
Salary Range: $57,989 - $77,932
Hourly Range: $27.88 - $37.47

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin OR 9762

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The purpose of the position is to direct and manage the Re-Employment by Design (RED) Vocational Rehabilitation (VR) Project. This combined position consists of a Program Manager and a VR Services Counselor. The RED Program Manager will oversee and ensure the mission and administration of the RED Project which is to provide culturally appropriate VR services to eligible Tribal members living within the Service Delivery Area (SDA). The VR Services Counselor will provide services to empower VR consumers to retain, regain, or obtain gainful employment consistent with their strengths, resources, priorities, concerns, abilities and informed choices.

MAJOR DUTIES AND RESPONSIBILITIES

1. Manage the RED Program which is a federally funded Section 121 Project (American Indian/Alaska Native Vocational Rehabilitation Program) in accordance with all rules and regulations of the funding agency.

2. Exercise the full range of supervisory duties for the Re-Employment by Design (RED) Program. Develop overall work plan, establish work schedules and priorities and assign and

review work. Discuss with staff the progress of the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needed and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than adequate performance. Keep employees informed of management policies and goals.

3. Write and submit continuation grant proposal to ensure continued funding for the VR program. Research outside funding resources and contracts for project expansion to improve vocational rehabilitation services to consumers and other related community services.

4. Plan, develop and implement an annual Tribal community awareness program that will provide information about the RED Project and an awareness of disabilities, challenges, barriers and a building of trust in the Tribal community.

5. Prepare reports, to include but not limited to, the Rehabilitation Services Administration (RSA) "Annual Reporting Form for the American Indian Vocational Rehabilitation Services Grant Program, RSA: Final Performance and Financial Report", Monthly Program Activity Report and submit for review and approval of Department Director.

6. Attend regularly scheduled meetings, to include but not limited to, state and regional VRS meetings or trainings, monthly teleconferences with RSA and the 121 Projects nationwide to discuss issues pertinent to American Indian Vocational Rehabilitation Programs. Meetings may be held throughout the state of Oregon or the United States; therefore, driving and/or flying may be a necessary part of the position.

7. Develop and monitor annual budget to meet the project's goals and objectives. This includes but is not limited to maintenance of the program cuff accounts.

8. Develop, implement and maintain the procedures and policies for RED VR program according to federal, state and tribal regulations.

9. Review and approve consumer case files to ensure compliance with Federal regulations.

10. Collaborate with, but not exclusive of, other Tribal VR Programs, Oregon State agencies, national and local agencies providing services to people with disabilities. Ensure an adequate scope of comprehensive services are readily available VR consumers.

11. Conduct in-take interviews with applicants for the purpose of establishing rapport and building a positive working relationship between the Vocational Rehabilitation (VR) Counselor and the applicant. Collect information vital in determining eligibility for the consumer to receive culturally appropriate VR services, e.g., medical and employment histories, educational background, vocational interests, etc.

12. Determine whether the applicant is eligible to receive VR services and is employable based on the applicant's diagnostic evaluation by a qualified medical or mental health professional.

13. Interpret the TVR Procedures and Policies Manual, as well as the Oregon State VR Policies and Procedures, for the consumer as they relate to the provision of VR services and to the consumer.

14. Evaluate the functional and vocational capacities of the applicant. Determine the most appropriate development of an Individualized Plan for Employment (IPE) that establishes a suitable employment outcome consistent with the consumer's disability, needs and job interests. Provide counseling, guidance and a job search that leads to job placement for the consumer. The VR Counselor also provides information concerning post-employment services to the consumer after job placement has taken place.

15. Coordinate and collaborate comprehensive services that maximize the impact of the cost for the consumer with other Federal, State and Tribal agencies to meet the requests of the consumer during the vocational rehabilitation process.

16. Interpret the interrelated issues of disabilities and their impact socially and emotionally on the consumers to enable them to attain a better understanding of themselves in relation to their disabilities, family members, environment, and employment opportunities.

17. Establish and maintain an employer contact file for job development and job placement for consumers. Determine the need for financial assistance and provides for necessary maintenance and transportation allowances.

18. Work with potential employers concerning job analysis for consumers and assist with workplace modifications, the use of assistive technology and accessibility in the workplace.

19. May be required to transport clients to and from appointments as needed.

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

21. 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

The Education & Employment Department Director is the direct supervisor who defines and establishes the overall objectives.

Employee works independently, resolving normal conflicts according to established procedures and past experience. Employee exercises initiative in researching answers and solving problems using judgment based upon previous straining, experience and instructions. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of understanding of the federal regulations and the policy and procedures under the U.S. Department of Education, Oregon State Vocational Rehabilitation Program, Klamath Tribes Administration and the manual that pertains to vocational rehabilitation services available to eligible, enrolled Tribal members living within the Tribal Service Delivery Area.

Knowledge of other Section 121 Projects at the national level through participation in the Consortia of Administrators for Native American Rehabilitation (CANAR) conferences sponsored on an annual and mid-year basis to improve the provision of VR services.

Knowledge of American with Disabilities Act (ADA) laws.

Skills in technical research, writing and the ability to read and constructively critique government documents for the purpose of developing grant proposals in a timely manner.

Skill to read and analyze information for the purposes of interpreting and managing information, data, budgets, and daily operations.

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.

Experienced leadership skills to motivate VR staff members to develop their skills that will enhance the provision of VR services in the Service Delivery Area.

Ability to perform general accounting techniques to maintain program grant proposals, budgets and cuff accounts.

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 motor vehicle in inclement weather.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a Bachelor Degree in Counseling, or related Human Services, or Social Services field or a certification in Vocational Rehabilitation Administration. (*Must submit copy of diploma or transcripts or certification with application.)*

- **REQUIRED** to have at least two (2) years of experience in a counseling field; including case management.

- **REQUIRED** to have at least two (2) years of general administrative experience with demonstrated ability in the following areas: supervision, grants, budgets, and policy and procedure implementation.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, administrative documents and work in a networked environment.

- **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:

- Master's Degree in Vocational Rehabilitation Administration, Counseling, Human Service, or related field with two) years of experience in a counseling field, preferred.

- 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.

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.

EMPLOYEE ACKNOWLEDGEMENT:	
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.	
Employee (printed name)	**Employee (signature)**