



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Vocational Rehabilitation Program Director

DEPARTMENT: Administration

CLASSIFICATION: Executive Leadership Staff (ELS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Chief Operations Officer

JOB SUMMARY:

The Vocational Rehabilitation Program Director will have programmatic responsibilities for overseeing the overall program, ensuring that the program goals and objectives are met, and assures compliance with Federal, Tribal, and State regulations. The Vocational Rehabilitation Program (VRP) is to help Tribal members with disabilities to obtain gainful employment or continue education. The Incumbent will work with individuals to provide and oversee intensive case management services and vocational planning duties. The Incumbent is also responsible for grant reporting, including collecting site data reports and compiling regular reports.

CORE DUTIES AND RESPONSIBILITIES:

1. Supervises the overall Vocational Rehabilitation Program, including personnel, finances, budget reporting, evaluations, contact and networking.
2. Ensures that all reports to the U.S. Department of Education, the Iowa Tribe of Oklahoma Business Committee, and the Chief Operations Officer are filed in a timely manner.
3. Acts as the primary contact for the program to the various service providers in the area.
4. Represents the program to the public and other entities in matters concerning the Program.
5. Will preside over “staffing” of consumer cases and make determinations with the advice and consent of Vocational Rehabilitation Program Staff.
6. Keeping abreast of Tribal Vocational Rehabilitation Program policies, changes and practices.

7. Performs other duties as assigned toward achieving goals and objectives of the program.
8. Oversees clients' Individual Plans for Employment (IPEs) with physicians, physical therapist and psychologist and identifies vocational training opportunities to assist clients with job applications.
9. Oversees sessions with family members and caregivers to understand and support clients' employment and education goals.
10. Monitors progress of the Vocational Rehabilitation program, by establishing and using guidelines to measure program/service outcomes and ensures comparable benefits are being utilized and documented on IPE.
11. Creates, develops, implements, and promotes innovative partnerships and projects between education, work assistance, work experience, and cultural enrichment programs to meet the employment and educational needs of clients.
12. Advocates for clients in the community and also responsible for determining eligibility for service and conducting comprehensive assessments of client needs.
13. Serves as a representative of the Wichita and Affiliated Tribes, and regularly attends local and national workshops, conferences, and work groups to ensure Tribal representation, on multiple levels concerning vocational rehabilitation services.
14. Implements a set of comprehensive tracking processes to monitor Vocation Rehabilitation Grant performance.
15. Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
16. Monitors monthly financial expenditures, which include taking corrective action for over/under expenditure.
17. Performs other duties as assigned and/or needed.

EDUCATION AND EXPERIENCE:

1. Possess a Master's Degree in Education, Social Services, Psychology, counseling or field related to vocational rehabilitation or Bachelor's Degree with a minimum of three years' experience in the supervision of a Social Services, Human Services or related program or 3 years' experience in a leadership role for a tribal program designed to provide employment services to American Indians, preferably in-service provision to program consumers with disabilities. However, candidate must have completed at least three (3) years in Education, Social Services, Psychology, counseling and/or field related to vocational rehabilitation, or related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience.

2. Must have at least five (5) years progressively responsible experience in an administrative capacity in an education or employment related field.
3. Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in other procurement of funds.
4. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, medical staff, and other individuals regarding program and client matters.
5. Must be committed to enhancing indigenous employment and/or education through formal and informal means.
6. Must have experience and/or training in vocational assessment.
7. Efficiency in grant and proposal writing skills.
8. Be computer literate and able to operate software for letter processing and spreadsheets.
9. Proven ability to work well with Indian families, and must have positive interaction skills.
10. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check, drug screening and Covid-19 testing. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.