



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Vocational Rehabilitation Transitional Counselor

**DEPARTMENT:** Administration

**CLASSIFICATION:** Administrative & Office Staff (AOS)

**LOCATION:** Wichita Tribal Complex

**REPORTS TO:** Vocational Rehabilitation Program Director

**JOB SUMMARY:**

The Vocational Rehabilitation Transitional Counselor is responsible for the completion of activities associated with the Vocational Rehabilitation grant's objectives and deliverables. The Vocational Rehabilitation Transitional Counselor will serve students with disabilities and will be responsible for connecting and staying engaged with families and schools as needed.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Utilizes knowledge of principles and practices of vocational rehabilitation counseling to determine eligibility.
2. Consults with physicians, psychologists and other disability professionals regarding the functional limitations, treatment and prognosis of eligible applicants.
3. Assists clients develop their Individualized Plan for Employment (IPE).
4. Provides vocational counseling and guidance in the effective delivery of case services.
5. Participates in job readiness, job search, and job placement activities to ensure a successful case outcome for the client.
6. Follows program record documentation guidelines, using proper maintenance of client case files and maintain program database.

7. Follows program record documentation guidelines, assists with proper maintenance and record of client case files and program grant files for each fiscal year.
8. Conducts In-Service training with key educational stakeholders.
9. Submits RQ request through Navport for payments to vendors and client services.
10. Provides Program information to potential clients through outreach activities in Native communities, tribal events and public gatherings.
11. Works remotely if necessary through virtual channels when needed or during tribal office closures due to inclement weather or other unexpected reasons.
12. Arranges assessments, secure transportation, transports clients to assessments when needed and making referrals.
13. Assists with completion annual reviews, gathers and maintains information for program reporting purposes, and other case documentations/narratives.
14. Supports case management for clients: setting up appointments and home or hospital visits, arranges any needed assessments, making referrals, securing transportation, and transporting clients when required.
15. Attends in/out of state travel/training when necessary.
16. Schedules regular outreach services in six tribal offices to provide intake, counseling, and cost-sharing activities within the six-county service area.
17. Performs other duties related to position as necessary or as assigned.

### **EDUCATION AND EXPERIENCE:**

1. Possess a Bachelor's Degree in Counseling, Human Services, or related field. Experience and training in health projects or/and a combination of education may be substituted. However, candidate must have completed at least two (2) years in Counseling, Human Services, 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 two (2) years of experience providing case management of Native American youth with disabilities.
3. Maintains professional knowledge and skills by attending appropriate in-service and continuing education programs.

4. Must be computer literate and have previous experience with data entry and able to operate software for letter processing and spreadsheets, and must be knowledgeable in Microsoft Word, Excel and Power Point database.
5. Must have communication skills, both oral and written, to interact with clients, personnel, medical staff, officials, and other individuals regarding program matters.
6. Must be a self-starter and be able to work with a minimum amount of supervision.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
8. 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, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather 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 and vehicles ranging from a sedan to minivan. The employee must frequently lift, carry, and move more than 25 pounds.

**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.

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**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHIEF OPERATIONS OFFICER**

\_\_\_\_\_  
**DATE**

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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*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.*