



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Vocational Rehabilitation Counselor

DEPARTMENT: Administration

CLASSIFICATION: Administrative & Office Staff (AOS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Vocational Rehabilitation Program Director

JOB SUMMARY:

The Vocational Rehabilitation Counselor will be responsible for initial interviews, determining eligibility, and case management on their files. They will also be responsible for development of each Individualized Plan of Employment (IPE), schedule regular outreach services, provide counseling and guidance, information and referral, job placement and perform other duties as assigned toward achieving the goals and objectives of the Wichita and Affiliated Tribes Vocational Rehabilitation Program.

CORE DUTIES AND RESPONSIBILITIES:

1. Creates rehabilitation plans for clients considering individual strengths by evaluating clients' mental health, abilities, competencies, interests, experience, and education.
2. Counsels handicapped and disabled clients providing vocational rehabilitation services: Interviews and evaluates handicapped applicants, and confers with medical and professional personnel to determine type and degree of handicap, eligibility for service, and feasibility of vocational rehabilitation.
3. Monitors, documents, and reports progress, as well as changing rehabilitation plans accordingly.
4. Assists clients with Individual Plans for Employment (IPEs) with physicians, physical therapist and psychologist and identifies vocational training opportunities to assist clients with job applications.
5. Follows program record documentation guidelines, using proper maintenance of client case files and maintain program database.

6. Facilitates sessions with family members and caregivers to understand and support clients' employment and education goals.
7. Arranges assessments, secure transportation, transports clients to assessments when needed and making referrals.
8. Submits RQ request through Navport for payments to vendors and client services.
9. Identifies vocational training opportunities and assisting clients with job applications.
10. Provides Program information to potential clients through outreach activities in Native communities, tribal events and public gatherings.
11. Assists on helping clients who have disabilities achieve their personal, career, and independent living goals through a counseling process.
12. Assists and promotes and develops job openings and places qualified applicant in employment.
13. Plans and arranges for applicant to study or train for a job.
14. Attends in\out of state travel\training when necessary.
15. Conducts and provides in-service training with partner agencies, employers, tribal government and educational stakeholders.
16. Assists with completion annual reviews, gathers and maintains information for program reporting purposes, and other case documentations/narratives.
17. Works remotely if necessary through virtual channels when needed or during tribal office closures due to inclement weather or other unexpected reasons.
18. Performs job-related travel and other duties deemed and approved by supervisor for consumers with physical and/ or mental disabilities.
19. Monitors and evaluates consumer progress toward employment goal/outcome.
20. Performs other duties as assigned and/or needed.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's degree in Rehabilitation Counseling with a rehabilitation counselor major that has been awarded by a program accredited by the Council on Rehabilitation Education (CORE); or case management experience of 5 or more years working with Native Americans in the Social Services area. 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. 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. Have the ability to interpret and follow program guidelines relating to the Education Programs and related programs.
4. Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in other procurement of funds.
5. 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.
6. Must be committed to enhancing indigenous employment and/or education through formal and informal means.
7. Be computer literate and able to operate software for letter processing and spreadsheets.
8. Proven ability to work well with Indian families, and must have positive interaction skills.
9. 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 a 15-passenger van. 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.

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.