



STATE OF COLORADO  
invites applications for the position of:

# Rehabilitation Supervisor I - Grand Junction

A residency waiver has been granted for this announcement.  
Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** REHABILITATION SUPERVISOR I

**LOCATION:** Grand Junction, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 222 South 6th Street, #215 Grand Junction, CO 81501

**SALARY:** \$5,221.00 - \$7,526.00 Monthly

**SALARY NOTE:** Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

**FLSA STATUS:** Exempt; position is not eligible for overtime compensation.

**OPENING DATE:** 01/08/13

**CLOSING DATE:** 12/29/13 04:30 PM

**JOB TYPE:** Full Time

**WHO COMPETES:** Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be required to participate in the competitive assessment process in order to be considered for this vacancy.

**DEPARTMENT INFORMATION:**



**Colorado Department of Human Services**

*people who help people*

**This announcement will be open until January 29, 2013, or until 8 applicants meeting the listed qualifications have been identified, whichever comes first.**

**Information About The Department:**

The Colorado Department of Human Services ("CDHS") serves Colorado's most vulnerable

populations. CDHS assists struggling Colorado families who need food, cash, and energy assistance to provide for their families; families in need of safe and affordable child care; children at risk of abuse or neglect; families who struggle to provide care for their adult children with developmental disabilities; youth who have violated the law and need structure and guidance to grow into responsible and compassionate adults; Coloradoans who need effective treatment for mental illness or substance abuse issues; and families who need resources to care for their elderly parents or nursing home care for their veteran parents. CDHS staff are committed to providing the right services to the right people in the right setting and at the right time.

The Division of Vocational Rehabilitation ("DVR") assists persons with disabilities to succeed at work and to live independently.

DVR is committed to helping our employer partners find candidates who are skilled, loyal, and committed to your success.

**DVR is....**

- Welcoming
- Responsive
- Effective
- Proactive
- Continually growing and improving

**DVR believes....**

- Treating all persons with dignity and respect results in services and outcomes of the highest quality.
- The quality of our staff is essential to the success of our clients.
- Any action taken by our employees has a direct impact on the successful accomplishment of our mission.

DVR employees are committed to strive to accomplish and effectively represent the collective Vision, Mission, and Values and to continually improve their performance outcomes each year.

**DESCRIPTION OF JOB:**

DVR is seeking a Rehabilitation Supervisor I to ensure the quality and quantity of rehabilitation services by assignment of duties and responsibilities of Rehabilitation staff within the work unit, planning and monitoring budgets, ensuring compliance with state and federal regulations as they apply to rehabilitation service provision; developing cooperative agreements with local community agencies; mediating appeals and grievances; projecting the long-range needs for the disabled community within the district and making recommendations for program development.

Specific duties for this position include, but are not limited to the following:

- Determines compliance with program rules and regulations by reviewing selected case files;
- Decides how to resolve issues created by shortage of personnel and budget;
- Mediates, negotiates, and resolves differences between and among clients, staff and community regarding eligibility and other service delivery issues;
- Determines need for collaborative agreement with community agencies to ensure maximum utilization of benefits available;
- Determines client case load size for counselors housed in Grand Junction, Montrose and Delta offices;
- Determines which service provider effectively and ethically meets clients' needs; and
- Makes presentations to community agencies, employers, and public regarding state and federal program requirements, as well as DVR's mission and goals. Assists with outreach and marketing

activities.

### **MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:**

A Human Resources Specialist will only review the Work Experience section and the Supplemental Questions of the online job application to determine your eligibility of meeting the qualifications for the position that you are applying for. Resumes will not be accepted in lieu of the official State of Colorado application form, but may be attached. Do not use "see resume" or "see attached" statements on your application.

It is your responsibility to specifically address how, and in what capacity, your work experience satisfies the minimum requirements for this position, as well as the preferred qualifications. Please be detailed in your description of job duties and work experience as no assumptions or inferences will be made regarding your qualifications based upon previous position titles you have held.

### **MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of professional experience working as a Rehabilitation Counselor providing vocational rehabilitation services to individuals with disabilities. At least 1 year must be a supervisory or mentor capacity to other vocational rehabilitation counselors.

### **AND**

**Education:** Graduation from an accredited college or university with Master's degree in Rehabilitation Counseling from a program fully accredited by the Council on Rehabilitation Education ("CORE")

### **OR**

Possession of a current Commission on Rehabilitation Counseling Certification credential ("CRCC")

### **OR**

Graduation from an accredited college or university with a Master's degree in Counseling, Psychology, Special Education, Social Work, Behavioral Science, Disability Studies or closely related human services field **AND** two (2) additional years of experience (in addition to the 3 years noted above) working directly with individuals who have disabilities providing rehabilitative services, which may include any or all of the following: job placement, job coaching, case management, eligibility determination, independent living, service planning and provision.

### **Preferred Qualifications**

- Preference will be given to candidates who demonstrate having a greater depth of experience and knowledge, as well as more than the minimum three years professional experience working as a Rehabilitation Counselor
- Preference will be given to candidates who demonstrate having a greater depth of experience and knowledge, as well as more than the minimum three years professional experience working in a supervisory or mentor capacity to vocational rehabilitation counselors.

**Conditions of Employment**

- Candidates must pass a Colorado Background of Investigation check, a Federal Bureau of Investigation background check, and a drug screen as a condition of employment.

**SUPPLEMENTAL INFORMATION:****Highly Desirable Competencies**

- Demonstrated working knowledge of Vocational Rehabilitation's Service Policy & Procedures;
- Demonstrated work experience supervising others, including experience with the following: staffing; scheduling; performance review; progressive discipline; and mentoring/coaching;
- Ability to effectively communicate with internal and external business partners in both written and oral format;
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time;
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact;
- Ability to identify the needs and expectations of business partners, and demonstrate commitment to effectively meet those needs and expectations;
- Ability to develop professional networks and coalitions, gains cooperation from others to obtain information and accomplish goals, and negotiate to find mutually acceptable solutions;
- Ability to work as a member of a team, including communicating with peers and other professionals within and outside the agency to ensure timely completion of work projects; and
- Ability to set and prioritize workload, identify short- and long-term goals and develop strategies to achieve them, and coordinate with internal and external business partners.

**Selection Process**

Please submit a cover letter, which addresses your experience as it relates to the qualifications listed above, and include a resume.

The selection process will consist primarily of a review of applications against the minimum and preferred qualifications of this position. Applications will be reviewed in comparison to all others in the applicant pool in order to identify a top group of up to 6 candidates who may be invited for a final interview. Applicants will be notified of their status via email.

Please be aware the application review is based solely upon the information provided in your application packet, including the Work Experience and Supplemental Questions sections of your application. Therefore, it is imperative that you provide extensive detail in these sections of your application.

Further, it is your responsibility to specifically address how, and in what capacity, your work experience satisfies the minimum requirements for this position, as well as the preferred qualifications. Please be detailed in your description of job duties and work experience as no assumptions or inferences will be made regarding your qualifications based upon previous position titles you have held.

**Appeal Rights**

If you are removed from consideration for this position, please note the following:

You may protest this action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days of notification of removal of consideration. PLEASE NOTE: Scores and ranks are NOT considered as conduct or content of an examination and are not appealable. A standard appeal form is available at: [www.colorado.gov/spb](http://www.colorado.gov/spb). **The appeal form must be signed by you or your representative and delivered to: State Personnel Board/State Personnel Director, 633 17th Street, Suite 1320, Denver, CO 80202-3604, Fax: 303-866-5038. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.**

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Please submit your application online and supply a valid email address. All communication will be through email. If you do not have access to a computer, please contact the HR Specialist listed on this announcement. Faxed, late, paper, or emailed applications will not be accepted nor considered.

**DEPARTMENT CONTACT INFORMATION:**

Gregory Homer, [Gregory.Homer@state.co.us](mailto:Gregory.Homer@state.co.us) or 303-866-7110

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary (voluntary) demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/cojobs>

Position #IHA 00011 08/13/2012  
REHABILITATION SUPERVISOR I - GRAND JUNCTION  
GH

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

---

**Rehabilitation Supervisor I - Grand Junction Supplemental Questionnaire**

1. If you are a current or previous state employee, please provide the following information for each state job worked: the department, job title, dates worked.
  
2. Please describe in detail your experience as a Rehabilitation Counselor providing vocational rehabilitation services to individuals with disabilities.
  
3. Please describe in detail your experience in a supervisory or mentor capacity to other vocational rehabilitation counselors.