



STATE OF COLORADO
invites applications for the position of:

Rehabilitation Counselor I - Alamosa

The primary duties of this position are located within 30 miles of the state border; therefore, this position is exempt from the residency requirements. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: REHABILITATION COUNSELOR I

LOCATION: Alamosa, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 305 Murphy Drive Alamosa, CO 81101

SALARY: \$3,834.00 - \$5,612.00 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: 07/02/14

CLOSING DATE: 07/14/14 04:30 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



*****The announcement period for this position has been extended. If you have previously submitted an application for this position, there is no need to resubmit your application.*****

BECOME PART OF AN ENTHUSIASTIC, FAST PACED TEAM WHO IS PASSIONATE ABOUT CREATING SOLUTIONS FOR CUSTOMERS DEPENDENT UPON OUR SERVICES

If your goal is to build a career that makes a difference, consider joining the dedicated people of the State of Colorado. Our professionals strive to support state government and the citizens of Colorado. In addition to a great location and rewarding and meaningful work, we offer:

- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans
- Medical and dental health plans
- Paid life insurance
- Short and long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave
- Excellent work-life programs, such as flexible schedules, training opportunities, and more.

Overall Function of the Work Unit:

Mission Statement

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; and
- 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:

The primary focus of a Rehabilitation Counselor I is to assist persons with disabilities to achieve and maintain successful employment outcomes through the application of the rehabilitation process. Effective implementation of the rehabilitation process includes the following activities:

- Meeting with individuals who are referred for services and establishing a positive relationship with a continuous emphasis on eventual employment success
- Ensuring that persons with disabilities possess a thorough understanding of their rights and responsibilities throughout the rehabilitation process
- Gathering and analyzing medical, psychological, social, educational and vocational information from a variety of sources to determine an individual's disability, associated functional limitations, and resulting vocational impediments
- Making a determination about whether an individual meets state and federal eligibility criteria based on analysis of gathered information
- Using the principles of informed choice to assist eligible individuals to evaluate their strengths, resources, priorities, concerns, abilities, and capabilities for the purpose of jointly establishing an effective Individualized Plan for Employment (IPE)
- Providing personal adjustment and vocational counseling and arranging for the provision of other goods and services as stipulated within the IPE that lead to a successful employment outcome
- Applying the principles of necessary, appropriate and least possible cost to the purchasing and procurement of goods and services per the IPE
- Maintaining regular, meaningful contact with eligible individuals for the purpose of monitoring progress toward attaining goals and resolving barriers that arise
- Developing relationships with employers and conducting job placement activities to assist eligible job-ready individuals to successfully obtain employment
- Thoroughly documenting all activities and decisions in accordance with state and federal laws, regulations, policies and procedures.

It is expected that rehabilitation counselors participate in training activities to maintain and update knowledge of areas such as federal and state policies and procedures, the Americans with Disabilities Act, assistive technology, medical aspects of disabilities, and other job related topics.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

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.

Minimum Qualifications

Graduation from an accredited college or university with a 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) years of professional experience working directly with individuals who have disabilities providing services appropriate to the work assignment (e.g., job placement, job coaching, case management, eligibility determination, independent living, service planning and provision). Part-time experience will be prorated.

Definition of Professional Experience: Work that involves exercising discretion, analytical skill, judgment, and personal accountability, and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.

Preferred Qualifications

1. Graduate degree in Rehabilitation Counseling.
2. Possession of a Commission on Rehabilitation Counseling Certification credential (CRCC).
3. Professional experience working for a state vocational rehabilitation agency as a rehabilitation counselor.
4. Professional experience working to assist people with disabilities to achieve successful employment outcomes.

Conditions of Employment:

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

SUPPLEMENTAL INFORMATION:

Selection Process

Applicants are encouraged to attach a cover letter and resume to their application.

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. Depending on the size of the applicant pool, additional selection processes may be utilized to identify a top group of candidates. 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, especially 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.

Note: Transfers, voluntary demotions and reinstatements are required to apply and participate in the selection process.

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, HR Lead, gregory.homer@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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

Position #IHA 06004 06/02/2014
REHABILITATION COUNSELOR I - ALAMOSA
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Rehabilitation Counselor I - Alamosa Supplemental Questionnaire

- * 1. Please provide detailed information describing your experience working with individuals with disabilities to achieve successful employment outcomes.

- * 2. Please describe your experience in working with individuals with developmental disabilities and job placement of individuals with developmental disabilities.

- * 3. Do you possess a current Commission on Rehabilitation Counseling Certification credential (CRCC). If yes, please also list this on your application under "Certificates and Licenses."
 Yes No

- * 4. Are you a current or previous classified employee of the State of Colorado? If yes, please describe which agency(s) you worked for.

- * Required Question