Department of Rehabilitation Services

**Please Post**

**Job Announcement # 17-093**

## Position Title/Code/Level: Vocational Rehabilitation Specialist, Level IV, K21D

**Location:** **VR #25 – Tecumseh**

**Number of Positions/PIN:** **(1) – Classified** **/** **80500058**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level IV (Pay Band M) $3,612.53 $4,752.56 $5,940.70

**Beginning Date: Thursday, April 6, 2017**

**Ending Date: Wednesday, April 19, 2017 at 11:59 pm**

**Essential Functions:** This position is a leadership position where the employee will carry a full workload/caseload. The position will serve a specialized caseload made up of consumers primarily referred by the Office of Juvenile Affairs (OJA) in Tecumseh and surrounding counties and will help coordinate transition services to other OJA regional state plans. Duties include consulting with physicians, psychologists and other disability specialists regarding functional limitations, treatments, and prognosis of eligible applicants. Additional duties include working closely with the applicants to determine eligibility, Individualized Plans of Employment (IEP); providing services for employment including counseling and guidance and will participate in job readiness, job seeking, and job placement activities to ensure a successful employment outcome. Preference may be given to applicants currently holding Certified Rehabilitation Counselor (CRC) or Licensed Professional Counselor (LPC). Applicant must be willing to perform all job related travel. **Probationary period (or trial period if applicable) is required**.

**Background Check:** The Department of Rehabilitation Services will conduct a criminal background check on new hires as part of an offer of employment that is made contingent upon a successful criminal background check.

**Education and Experience Requirements:** **Level II** - requirements at this level consist of a master’s degree in rehabilitation counseling, vocational evaluation, vocational rehabilitation; OR a master’s degree in any subject and one year of professional experience in counseling, job placement, vocational evaluation or rehabilitation. All applicants at this level must be eligible to sit for certification specific to the professional job duties such as Certified Rehabilitation Counselor (CRC), Certified Vocational Evaluator (CVE), or Licensed Professional Counselor (LPC) examination. **Level III** - requirements at this level consist of those listed at Level II plus two years of professional experience in counseling, job placement, vocational evaluation or rehabilitation. **Level IV** - requirements at this level consist of those identified in Level III plus two years of professional experience in counseling, job placement, vocational evaluation or rehabilitation.

**Method of Application:** ALL SOURCES – Applicants, without previous classified state service, those that are in the unclassified status OR currently in probationary status, must apply through the Office of Management and Enterprise Services OKJOBS on-line **External Listings** applicant system (www.jobaps.com/ok/). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights must apply through the Office of Management and Enterprise Services OKJOBS on-line **Internal Listings** applicant system (www.jobaps.com/OK/promo.asp).

If you have questions regarding this position or the application process, contact Calvin Small at (405) 951-3527 or Stephanie Roe at (405) 951-3454.

**An Equal Opportunity Employer**