



# TEXAS WORKFORCE COMMISSION JOB VACANCY NOTICE

(512) 475 - 1224

[www.twc.state.tx.us](http://www.twc.state.tx.us)

**Opening Date:** 06/19/2017 **Closing Date:** 7/5/2017

**Posting Number:** 809269MC

**Number of Vacancies:** 1 **% Work:** 100%

**Position Title:** Vocational Rehabilitation Counselor I - IV

**Salary:** \$3284 - \$6149 per month

**Work Location:** 3709 Gregory Street, Wichita Falls, TX, 76308

**Salary Group:** B16 - B20 **Class:** 5062-5065

**Refer To:** Human Resources **Telephone:** 512-936-3400

<b>Duration:</b>	<b>Regular:</b> X	<b>Temporary:</b>	<b>Exempt:</b>
<b>Full or Part-Time:</b>	Full Time		
<b>Hours/Week:</b>	40		
<b>Posting Type:</b>	Internal/External		
<b>Shifts:</b>	1st: X	2nd:	3rd: <b>Rotating:</b>

## Job Summary:

The mission of the Texas Workforce Commission (TWC) is to promote and support a workforce system that creates value and offers employers, individuals and communities the opportunity to achieve and sustain economic prosperity. To support our mission, we are seeking to fill a Vocational Rehabilitation Counselor (VRC) I-IV position in the Wichita Falls Field Office which is located at 3709 Gregory Street, Wichita Falls, TX 76308.

The Vocational Rehabilitation Counselor (VRC) I-IV performs routine to advanced vocational rehabilitation work in support of the mission, goals and values of the Texas Workforce Commission. VRC I-IV applies critical thinking skills and sound decision making in performance of routine rehabilitation work in the Vocational Rehabilitation (VR) program. This program assists eligible individuals with disabilities to prepare for, retain, obtain and/or advance in competitive, integrated employment and includes assisting students with disabilities to transition successfully from high school to postsecondary education and employment.

The ideal candidate will perform work using the applicable policy, guidance, and the electronic case management system. The VRC I-IV is hired by the VR Supervisor with the approval of the VR Manager, and works independently, with moderate to minimal supervision by the VR Supervisor.

## General Duties:

- Assists eligible individuals with disabilities to prepare for, retain, obtain and/or advance in competitive, integrated employment and includes assisting students with disabilities to transition successfully from high school to postsecondary education and employment
- Develops and maintains relations with community referral sources, businesses, employers and schools
- Collects and analyzes all information necessary to make an accurate eligibility decision (e.g. medical, psychological, school records, employment records, etc.)
- Assists the customer in choosing an appropriate employment by analyzing information to determine the customer's strengths, resources, priorities, concerns, abilities, capabilities and interests, and matching that information to the current job market
- Works with the consumer to develop a plan of services designed to achieve the consumer's identified employment goals
- Ensures timely, cost-effective provision of services and consumer progress toward achievement of their employment goal
- Develops and implements a process leading to successful job placement
- Applies best value purchasing practices and uses available, comparable benefits and services to ensure effective use of public funds
- Performs other duties as assigned

## Preferred Qualifications:

A Master's degree with a major in Rehabilitation Counseling OR a Master's degree in counseling or related degrees, Education, Social Work, Sociology, Psychology or Human Services from an accredited college or university plus one year of related work experience. A current Certified Rehabilitation Counselor (CRC) certificate or current Licensed Professional Counselor (LPC) credential. If selected, applicants without CRC or LPC credentials will be required to meet the agency's educational requirements within the time frame established upon employment.

This position involves up to 30% travel, and method of transportation is the responsibility of employee. Counselors are required to travel to reach their assigned consumers on a regular basis. Thus, travel is required for this position.

This is a career ladder position, and depending on required qualifications and experience, may be filled at any level from a VRC I to VRC IV. Thus, the salary range for this position is \$3,284.00-\$6,149.00 per month. TWC not only offers a competitive salary but the State of Texas benefits package includes everything from health insurance, a retirement plan, and a variety of leave types. Learn about TWC jobs and benefits at [www.texasworkforce.org/twcjobs](http://www.texasworkforce.org/twcjobs).

**\*\*Please see the next page for Minimum Qualifications and How to Apply. \*\***



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## Minimum Qualifications:

Other Master's degree plus two (2) years related work experience, OR Bachelor's degree with a major in vocational rehabilitation from an accredited college or university plus one (1) year related work experience; OR Bachelor's degree with major in Counseling, Education, Social Work, Sociology, Psychology, or Public Health from an accredited college or university plus two (2) years related work experience; OR Other Bachelor's degree plus three (3) years related work experience. Copy of official transcripts, certifications and/or credentials will be requested at the time of interview.

VETERANS: Use your military skills to qualify for this position or other jobs! Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military work experience and training courses into civilian job terms, qualifications and skill sets. Also, you can compare this position to military occupations (MOS) at the Texas State Auditor's Office by pasting this link into your browser:  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_SocialServices.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf)

## How to Apply:

To be considered, please completed a State of Texas Application for Employment and submit via ONE of following: apply online at [www.workintexas.com](http://www.workintexas.com) (Preferred method); or fax a completed State of Texas Application to 512-463-2832; or mail a completed application to Texas Workforce Commission, Human Resources Department, Room 230, 101 East 15th Street, Austin, Texas 78778-0001.