Department of Rehabilitation Services

**Please Post**

**Job Announcement # 19-114**

## Position Title/Code/Level: Vocational Rehabilitation Specialist, Level III, K21C

(May be filled at a Level II, K21B, or Level I, K21A)

**Location:** **VR #06 – Duncan, OK**

**Number of Positions/PIN:** **(1) – Classified** **/ 80500066**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level III (Pay Band L) $3,551.20 $4,365.03 $5,414.63

**Level II (Pay Band K) $3,036.97 $4,017.52 $4,948.97**

**Level I (Pay Band J) $2,792.55 $3,686.11 $4,534.72**

**Beginning Date: Thursday, May 23, 2019**

**Ending Date: Wednesday, June 5, 2019 at 11:59 pm**

**Essential Functions:** Provides services for students as they transition from school to work. Position will serve Elgin, Cache, Fletcher, and Sterling High Schools. This position will consult with physicians, psychologists and other disability professionals regarding functional limitations, treatment and prognosis of eligible applicants. Duties include utilizing knowledge of principles and practices of vocational rehabilitation counseling to determine eligibility, complete comprehensive assessments, helping clients develop their Individualized Plan for Employment (IPE) and providing vocational counseling and guidance in the effective delivery of case services. This position will participate in job readiness, job search, and job placement activities to ensure a successful case outcome for the client and will follow agency case record documentation guidelines throughout the vocational rehabilitation process. 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 I** - requirements at this level consist of a bachelor’s degree in vocational rehabilitation, vocational evaluation, or counseling; OR a bachelor’s degree and one year of experience in a disability related field. **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.

**Preferred Qualifications:** Preference may be given to applicants with current LPC or CRC credentials and with experience in counseling.

**Selective Qualifications:** Application must include transcript which shows Master’s Degree has been awarded and any current Certified Rehabilitation Counselor (CRC), Licensed Professional Counselor (LPC) or Professional Vocational Evaluator (PVE) certification or documentation of eligibility to sit for above certifications.

**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 Melissa Atkinson at (405) 951-3468.

**An Equal Opportunity Employer**