Department of Rehabilitation Services

**Please Post**

**Job Announcement # 19-051.3**

## Position Title/Code/Level: Vocational Rehabilitation Specialist, Level II, K21B

**Location:** **VS#64, Tulsa, OK**

**Number of Positions/PIN:** **(1) – Classified** **/** **80500367**

#### Monthly Salary Range: Minimum Midpoint Maximum

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

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

**Ending Date: Wednesday, June 5, 2019 at 11:59 p.m.**

**This is a re-announcement of 19-051.2. PREVIOUS APPLICANTS MUST RE-APPLY TO BE CONSIDERED.**

**Essential Functions:** This position assists consumers who are Blind or Severely Visually Impaired to develop greater independence by gaining work skills and employment in the community in a vocational field of their choice; provides employment services in Tulsa and surrounding counties to meet problems of personal, social, and vocational adjustment; interprets and analyzes applicant’s physical or mental condition, social and economic situation, attitudes and aptitudes, work experiences, functional limitations, educational background and personality traits to determine kind/extent of disability and rehabilitation possibilities; consults with physicians, psychologists, and other disability professionals regarding functional limitations, treatment and prognosis of applicants; utilizes knowledge of principles and practices of vocational rehabilitation counseling in visual services to determine eligibility, complete comprehensive assessments, helps clients develop Individualized Plans for Employment (IPEs), and provide appropriate counseling and guidance in the effective delivery of case services; participates in job readiness, job seeking and job placement activities to ensure a successful case outcome for clients and follows agency case record documentation guidelines throughout the vocational rehabilitation process. Applicant must be willing to perform all job related travel.

This position serves a caseload for blind and severely visually impaired consumers in the Tulsa and surrounding areas.

Preference may be given to applicants currently holding a Certified Rehabilitation Counselor (CRC) certification, Certified Vocational Evaluator (CVE), Licensed Professional Counselor (LPC) or Professional Vocational Evaluator (PVE).

**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.

**Selective Qualifications:** Application must include transcript which shows Master’s Degree has been awarded and any current Certified Rehabilitation Counselor (CRC), the Licensed Professional Counselor (LPC), or the 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).

For questions regarding specific duties or details of this job, please contact Melissa Atkinson at

(405) 951-3468

For inquiries on the application process or general application inquiries, please contact Applicant Services at (405) 521-2171

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