Department of Rehabilitation Services

**Please Post**

**Job Announcement # 19-125**

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

 (May be filled at Level III, K21C or Level II, K21B)

**Location:** **VR #67 – Tulsa, OK**

**Number of Positions/PIN:** **(1) – Classified** **/** **80500044**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level IV (Pay Band M) $4,026.53 $4,835.89 $6,003.20

**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**

**Beginning Date: Friday, May 31, 2019**

**Ending Date: Thursday, June 13, 2019 at 11:59 p.m.**

**Essential Functions:** This position is responsible for providing Vocational Rehabilitation Services to clients in Tulsa and Creek County. Position consults with physicians, psychologists and other disability professionals regarding the functional limitations, treatment and prognosis of eligible applicants; utilizes knowledge of principles and practices of vocational rehabilitation counseling to determine eligibility; completes comprehensive assessments; helps clients develop their Individualized Plan for Employment (IPE); provides vocational counseling and guidance in the effective delivery of case services; participates in job readiness, job search, and job placement activities to ensure a successful case outcome for the client and follows 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**

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

**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.

**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/](http://www.jobaps.com/ok/)). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rightsmust apply through the Office of Management and Enterprise Services OKJOBS on-line **Internal Listings** applicant system ([www.jobaps.com/OK/promo.asp](http://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.

**An Equal Opportunity Employer**