Department of Rehabilitation Services

**Please Post**

**Job Announcement #21-063**

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

(May be filled at a Level II, K21B)

**Location:** **VR86 – Ada**

**Number of Positions/PIN:** **(1) – Classified** **/ 80500776**

#### Monthly Salary Range: Minimum Midpoint Maximum

**Level III (Pay Band L) $3,655.37 $4,431.70 $5,464.63**

**Level II (Pay Band K) $3,161.14 $4,121.69 $5,015.64**

**Beginning Date: Wednesday, April 14, 2021**

**Ending Date: Until Filled**

**Essential Functions:** Position provides services to Hughes and Seminole county including the area schools. Position consults with physicians, psychologists and other disability professionals regarding 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) and 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 clients 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**.

**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 or human resources with a rehabilitation counselor major that has been awarded by a program accredited by the Council on Rehabilitation Education (CORE); OR any master's degree and is eligible to sit for the certification/licensure exam specific to the professional job duties such as the Certified Rehabilitation Counselor (CRC), the Licensed Professional Counselor (LPC), Certified Vocational Evaluator (CVE), or the Professional Vocational Evaluator (PVE) certification. **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 currently holding a Certified Rehabilitation Counselor (CRC) certification or Licensed Professional Counselor (LPC) 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).

For questions regarding specific duties or details of this job, please contact Human Resources at [HR@okdrs.gov](mailto:HR@okdrs.gov)

For inquiries on the application process or general application inquiries, please contact Applicant Services at (405) 521-2177.

**An Equal Opportunity Employer**