

Sisseton-Wahpeton Oyate

Job Description

Job Title: Tribal Vocational Rehabilitation Outreach Specialist

Supervisor: Tribal Vocational Rehabilitation Program Director

Organizational Unit: Health & Social Services Department

Salary / Hours: \$25/hr. / Full-time

Duties and Responsibilities:

1. Provides full range of vocational rehabilitation services to eligible Native Americans with disabilities to achieve successful employment outcomes. Pursues and maintains cooperative relationships with other agencies.
2. Serves as the main point of contact for Tribal Vocational Rehabilitation consumers, assisting to determine the type and intensity of services that best meet each consumer's needs in accordance with professional practices, and available community resources.
3. Determines eligibility of Native Americans to participate in vocational rehabilitation. Communicates eligibility to prospective clients. Provide ineligible individual with alternative resource suggestions. Completes necessary documentation.
4. Develops and manages caseload in the provision of vocational and rehabilitation services to eligible American Indians with disabilities including, but not limited to: vocational counseling and planning, arranging for vocational evaluation and training, developing and managing a caseload, documenting casework, and providing job placement and follow-up to job ready consumers.
5. Gathers, reviews and analyzes consumer's medical, psychological, and vocational background information. Arranges for and purchases additional vocational evaluation and/or psychological assessments as necessary.
6. Reviews current job market information and evaluation data with clients to increase understanding of opportunities available and identifies employment options most practical to pursue.
7. Develops and implements an Individualized Plan for Employment (IPE) in cooperation with clients. Provides and/or coordinates services with other agencies necessary to implement the IPE. Contacts employers for client placement opportunities.

8. Provides ongoing vocational and personal counseling and support to assist client in completing the rehabilitation plan. Counsels clients on the job search process. Contacts employed clients and identifies other support needed to ensure continued employment success.
9. Develops and maintains ongoing working relationships with other public and private agencies that may have responsibilities and/or the ability to provide services to individuals with disabilities.
10. Contacts employers within assigned geographical area for the purpose of promoting the job placement of disabled individuals and for the development of on-the-job training programs. Explore current employment opportunities for the disabled.
11. Completes necessary documentation for all casework activities to ensure compliance with federal and state regulations, policies, and procedures and a complete and accurate client file. Communicates with other agencies as necessary on case progress.
12. Networks with other professionals in the field and in related fields to increase individual knowledge and understanding of various disabilities, vocational information, and resources available.
13. Assures that all services are delivered in a culturally competent manner.
14. Participates on various committees both within and external to the organization as deemed necessary and appropriate to the position.
15. Attends all mandatory training sessions and meetings as scheduled.
16. Carries out tasks to achieve stated TVR Project objectives and deliverables on time.
17. Provides advocacy services and support for Native American eligible consumers
18. Maintain all files, monitor and manage cuff accounts on all budgets: maintain a system for record keeping: complete supply request: order office supplies: help schedule and organize meetings: develop proposal for bidding on contracts, project tracking from beginning to completion; monitoring profit/loss on projects; employee timesheets; manage quick books account, and other general office duties.
19. Must attend TVR courses to become a certified rehabilitation counselor in the near future.
20. Facilitate groups, meetings, events for outreach work that is needed for the grant.

Qualifications:

- Bachelor's degree in Counseling, Human Services, Social Work or related field preferred or a combination of relevant education and equivalent work experience.

- Minimum of two years experience in human services.
- Experience with a Native American Tribal organization and/or not-for-profit agency preferred.
- Individual must possess: excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people.
- Individual must possess excellent language skills and be able to read and understand technical information.
- Must be able to perform basic math (add, subtract, multiply, divide).

Skills and Knowledge:

- Utilizes a PC and computer printer for word processing, spreadsheet, e-mail, Internet/internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier and other general office equipment.
- Able to navigate and maintain management systems for consumers of TVR services
- Cultural competence
- Knowledge of Tribal Government program operations including grant management

Special Conditions and Requirements:

- Valid driver's license, liability insurance and reliable personal transportation to perform required local and regional travel
- Alcohol and drug-free lifestyle verified by initial, annual, and random drug screens
- Must consent to and pass criminal background check and character investigation
- Complies with all laws and policies protecting health and client-identifying information, confidentiality, and privacy
- Complies with policies and procedures that protect the public from transmission of communicable diseases, including immunizations and TB tests
- Flexible schedule, including evenings and weekends

Approved



Date

