

Sisseton-Wahpeton Oyate

Job Description

Job Title: Tribal Vocational Rehabilitation Program Director

Supervisor: Tribal Education Director

ORGANIZATIONAL UNIT: Tribal Education Department

SALARY/ HOURS: \$25/hr. Full-time

SUMMARY:

The Tribal Vocational Rehabilitation Director's responsibilities include directing the development, planning, administering and implementation of a comprehensive Tribal Vocational Rehabilitation (TVR) program to meet the needs of eligible American Indian clients with disabilities. This includes the provision of services to persons with physical, mental, behavioral and other impairments. Coordinates program activities by scheduling work assignments, setting priorities and directing the work. Monitors and has responsibility for diagnostic and intake procedures. Maintains records, prepares reports. Coordinates vocational rehabilitation counseling activities by scheduling work assignments. Coordinates and supervises casework in accordance with the policies and guidelines of the Vocational Rehabilitation program. Gathers pertinent educational, social, medical, psychological and vocational information. Develops proposals for and administers grants/cooperative agreements/fee schedules. Must be able to establish and maintain good relations with various groups and organizations, news media and the Tribal community.

DUTIES AND RESPONSIBILITIES:

Successfully performs the following essential job functions, with or without ADA accommodations:

1. Efficiently manage a caseload of up to 50 clients, providing supervision to all TVR staff members.
2. Provides full range of vocational rehabilitation services to eligible Americans Indians with disabilities to achieve successful employment outcomes. Pursues and maintains cooperative relationships with other agencies.
3. 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.
4. 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.

5. 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.
6. 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.
7. Reviews current job market information and evaluation data with clients to increase understanding of opportunities available and identifies employment options most practical to pursue.
8. Develops and implements an Individualized Plan for Employment (IPE) in cooperation with clients.
9. Provides and/or coordinates services with other agencies necessary to implement the IPE. Contacts employers for client placement opportunities.
10. Provides ongoing vocational 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. Responsibly assess impacts on clients' other related services, such as Social Security Disability Insurance, Temporary Aid for Needy Families, General Assistance, etc. Assists customer in identifying and using comparable benefits that may be available to them for obtaining required VR services designed on the IPE.
16. Manages expenditures within an allotment of case service funds, and only authorizes funds necessary for diagnostic evaluation of the customer or required for the implementation of VR services identified on the IPE.
17. Efficiently keep electronic and hard-copy client records (up to 25% of this job includes

- routine data entry and routine reporting)
18. Assures that all services are delivered in a culturally competent manner.
 19. Participates on various committees both within and external to the organization as deemed necessary and appropriate to the position.
 20. Attends all mandatory training sessions and meetings as scheduled.
 21. Carries out tasks to achieve stated TVR Project objectives and deliverables ontime.
 22. Provides accurate reports as required.
 23. Other duties as assigned

QUALIFICATIONS:

Bachelor's degree in Counseling, Human Services, Social Work or related field required 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/Intranet 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
- Demonstrate an in depth understanding and the ability to use independent judgment consistent with VR laws, regulations and professional standards which may include:
 - Knowledge of Federal Rehabilitation Act statutes and regulations
 - Knowledge of Sisseton-Wahpeton Oyate Tribal Vocational Rehabilitation Policies and Procedures
 - Knowledge of South Dakota State Department of Vocational Rehabilitation Policies and Procedures
 - Knowledge of South Dakota State Administrative Code
 - Knowledge of Commission on Rehabilitation Counselor Certification Code of Ethics.
- Demonstrate professional skill in applying a technical knowledge of medical and psychological aspects of disabling conditions, labor market information, transferable skills

analysis, assistive technology, job modifications.

- Demonstrate the ability to assist customers in exercising informed choice to make collaborative decisions that are consistent with appropriate vocational rehabilitation practice.
- Manage multiple and competing priorities within prescribed timeframes.
- Demonstrate the ability to guide and assist consumers in selecting employment goals that are well suited to their individual needs and circumstances, including options for self employment
- Demonstrate experience with and sensitivity to non-dominant cultures, including people with disabilities
- Demonstrate ability to effectively network with employers, colleagues and other social service organizations
- Demonstrate dependability, keeping confidential information secure, establishing firm boundaries, maintaining professionalism, keeping accurate and current records (both written and electronic)
- Ability to effectively learn specialized software
- Ability to effectively work with technology, such as printers, computers, new software, etc.
- Ability to effectively work with Microsoft Office products such as Word, Excel, and Outlook
- Ability to apply technical knowledge of medical and psychological aspects of disabling conditions, labor market information, transferable skills analysis, assistive technology, job modifications
- Ability to assist consumers in exercising informed choice to make collaborative decisions that are consistent with appropriate vocational rehabilitation practice.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Reliable, insured transportation to participate as required in local, regional and national travel, or 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 drugscreens
- 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

7/23/20