Job Title:	Vocational Rehabillitation Spe
Requisition Number:	JO-1604-5331
Grade:	11
Salary Range:	$59,698.00 - $76,969.00
Promotion Potential:	
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	4/28/2016 - 6/12/2016

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Vocational Rehabilitation Specialist (Bilingual)
CS-1715-11/12

CS-11 $59-698 - $76,969
CS-12 $73,867 - $94,504
The first screening of applicants will take place within ten (10) days of the posting of this vacancy announcement. The position is open for 45 days.

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA). The mission of the agency is to provide comprehensive vocational rehabilitation and independent living services to persons with disabilities, which will maximize their quality of life and promote their employability and economic self-sufficiency, independence, inclusion and integration into society, and adjudication of disability claims. This position is required to specifically communicate with clients who are Spanish-speakers.

The incumbent will be expected to execute case finding activities through the development of referral sources within other governmental and private agencies and entities in the community, ensuring cultural, linguistic and program access to Spanish-speaking and other persons. Interviews referrals, applicants and clients to obtain information on vocational, social, educational, and medical and psychological history. Collects existing information from hospitals, medical records, schools employers, other agencies and individuals to supplement and verify history and current status. Authorizes additional diagnostic and evaluative services as needed. Researches and investigates comparable benefits in lieu of authorizing services. Evaluates information and its relationship to client's current and potential medical and vocational status. Evaluates information and its relationship to client's current and potential medical and vocational status. Confers with the agency's medical and psychological consultants as a part of the evaluative process. Determines the existence and extent of alleged disabling condition as well as expectations of the client's achievement of a successful employment outcome. Determines eligibility for vocational rehabilitation services in accordance with applicable Federal and District laws.

Develops with the client (or as appropriate, parent, guardian, or advocate) an Individual Plan for Employment (IPE). Informs client of the terms and conditions for the provision of vocational rehabilitation services, including the responsibilities of the client in implementing the IPE and the extent of client's participation in cost of services, if any. Informs clients of their rights and the means by which they may express concerns and seek remedies for any dissatisfaction, including the opportunity for administrative review, mediation, and/or administrative hearing. Maintains case records for each applicant for and recipient of vocational rehabilitation services using the computerized information system.

Works with client in securing suitable employment and makes pre-referral contact with the prospective employers. Makes follow-up contacts with both the employer and the employee to ascertain progress or challenges in the client's achievement of their vocational goals. Makes follow up contacts with both the employer and the employee to ascertain progress or challenges in the client's achieving their vocational goals. Advises client of case closure and of the availability of post-employment services.

Plans and provides post-employment services when necessary to assist the client in a satisfactory adjustment to employment and maintaining a successful employment outcome.

Meets established agency performance standards in terms of quality and quantity of casework, accuracy of eligibility determinations, adhering to established agency and federal guidelines for eligibility determinations and implementing the IPE.

Performs other duties as assigned.

Collective Bargaining Unit
This position is in the collective bargaining unit represented by local union AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to Rehabilitation Counseling.
Bilingual in English and Spanish

Licensures, Certifications and other requirements
Other - Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"
CS-12 - Certified Rehabilitation Counselor (CRC)

Bilingual (Spanish/English)

Education

Master's Degree - "Master's Degree in Rehabilitation Counseling, Vocational Evaluation, Vocational Rehabilitation, or related field" CS-12 - Certified Rehabilitation Counselor (CRC)

Work Experience/Knowledge

Skill in effective interviewing techniques.

Skill in developing individual strategic employment plans for clients.

Ability to establish and maintain relationships with businesses in the community.

Skill in written and verbal communications to develop and transmit procedural changes from English to Spanish.

Knowledge of medical terminology in order to understand various medical problems and collaborate with medical consultants in the evaluation of the client's current status and potential for employment.

Knowledge of service providing agencies in the community in order to refer clients for comparable services not available within the agency.

Work Environment

Work is sedentary, but requires a considerable amount of local travel to program sites that provide vocational services.

The incumbent is located in a normal office setting. Visits to the field may include schools, homes, offices, institutions, work and training sites.