

Job Title: Vocational Rehabilitation Spec  
 Requisition Number: JO-1504-2123  
 Grade: 12  
 Salary Range: \$71,716.00 - \$91,750.00  
 Promotion Potential: No  
 Agency: Disability Services  
 Location: 1125 15th St NW  
 Area of Consideration: Open to the Public  
 Opening/Closing Date: 4/8/2015 - 4/18/2015

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### **VR Specialist (Training)**

**CS-1801-12**

**71,716 - \$91,750**

#### **Job Summary**

**Collective Bargaining Union (Union)**

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), Office of Quality Assurance and Compliance. The mission of the Administration is to provide comprehensive vocational rehabilitation (VR) and independent living services (IL) 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.

The incumbent is expected to develop an introductory training program for new VR Specialists to provide an overview of VR service delivery, program regulations, policies, procedures and protocols. Coordinates with VR supervisors to implement the training program for all new VR specialists. Either provides the training directly or develops the materials and provides the necessary support for the VR supervisors or other designated staff to provide training and to coordinate with sources outside the agency to provide additional training on topics outside the incumbent's area of expertise.

Develops materials for an introductory training that provides an overview of the VR and IL services programs for all other VR staff, including administrative/clerical staff and rehabilitation assistants.

Provides topic-specific training to agency stakeholders including providers, employers, and members of the State Rehabilitation and State Independent Living Councils.

Identifies the training needs of the VR Administration, based on results of Quality Assurance reviews and feedback from supervisors and the VR program manager. Develops materials to address ongoing training needs of the administration, focusing primarily on improving the professional skills of VR and IL staff. Develops and provides training for veteran VR specialists and other staff. Conducts at least two different training sessions each quarter, offered at least twice in the month, to ensure that it is available to all staff, without interrupting ongoing provision of services.

Participates with the QA Program Analyst in the analysis of current and proposed operating programs and the evaluation of their actual or potential effectiveness

In achieving goals and objectives. Participates in the monitoring and evaluation of program operations and special activities as they relate to the curriculum development of the training program for the staff and other stakeholders.

Performs other duties as assigned.

#### **Collective Bargaining Union (Union)**

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 developing training programs related to Rehabilitation Counseling.

#### **Licensures, Certifications and other requirements**

Certified Rehabilitation Counselor (CRC) Other - Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), AV equipment"

#### **Education**

Master's Degree - "Master's Degree in Rehabilitation Counseling, Vocational Evaluation, Vocational Rehabilitation, or related field"

#### **Work Experience**

Experience developing training curriculum and preparing presentations to VR professionals.

Experience communicating both orally and in writing to diverse groups of people in order to provide advice, plan and carry out the vocational rehabilitation process, counsel clients through informed choice, write correspondence, provide court testimony and maintain liaison with community resources including other public and private agencies and organizations.

Experience giving consideration and applying comprehensive knowledge of the social and behavioral implications of ethnic diversity in a community, the Americans with Disabilities Act with particular emphasis on the employment and reasonable accommodations provisions and considerations of labor market conditions and trends.

Experience applying local and federal laws, regulations and policies related to rehabilitation programs, and ability to apply these laws and regulations to agency services.

**Work Environment**

The work is located in a typical office setting. Training sessions would typically be provided at the same office location.