Position Title: **Vocational Rehabilitation Counselor**	Reports to**: Vocational Rehabilitation Director**
Department: **Continuing Education**	FLSA Status: Exempt
Classification: **Regular Full Time**	Benefit Eligibility: **Yes, Full Time Benefits**
SOC Code**:**	Last Updated: 02/1/2023
Home Campus: **Keshena Campus**	Posting Status: 2nd Posting – Open To All
Grant Funded: **Fully Grant Funded**	Application Deadline: Open Until Filled

Position Summary: The primary function of the Vocational Rehabilitation Counselor is to assist in the development and delivery of vocational rehabilitation program services to eligible participants. The Counselor must encourage participants to achieve their full potential and to seek, find, and retain suitable and fulfilling long-term employment. The main goal is employment preparation for the consumer. The counselor will assist vocational rehabilitation consumers in the areas of career and vocational selection as well as counseling disabled participants in understanding the options available to them. The Counselor will also promote self-sufficiency of individual consumers and will assist in the delivery of community-based vocational rehabilitation services and educational opportunities that flow from the College of Menominee Nation mission statement.

Position Responsibilities & Duties:

a. Determine eligibility of Native Americans to participate in vocational rehabilitation program services. Gather, review and analyze consumer's medical, psychological, and vocational background information. Communicate eligibility to prospective consumers. Provide ineligible individuals with alternative resource suggestions. Complete necessary documentation and data entry.
b. Develop and manage a caseload in the delivery of vocational and rehabilitation services to eligible Native Americans with disabilities including, but not limited to: vocational counseling and planning, arranging for vocational evaluation and training, assess disabled students for accessibility and accommodation needs, documenting casework, and follow-up to job ready individuals.
c. Arranges for and purchases additional vocational evaluation and/or psychological assessments as necessary. Administers placement tests when necessary.
d. Develops and implements an Individualized Plan for Employment (IPE) in cooperation with consumers. Provides and/or coordinates services with other agencies necessary to implement the IPE. Contacts employers for temporary or permanent consumer placement opportunities. Explores current employment opportunities for the disabled. Contacts employed consumers and identifies other support needed to ensure continue employment success. Keeps IPE current.
e. Provides ongoing vocational and personal counseling and support to assist consumer in completing the rehabilitation plans. Counsels consumer on the job search activities and progress. Assists vocational rehabilitation consumers in the areas of career and vocational selection as well as counseling disabled participants in understanding the options available to them. Assists with career goals and helps to develop an effective plan to accomplish those goals.
f. Participates in off campus hours, including the local high schools, for the purpose of disseminating information on the MVR program and maintaining our grant required consumer numbers.
g. Maintains appropriate and accurate records.

h. Participates in staff development and training as needed and maintains competency in data entry systems.
i. Performs other duties as assigned for the overall success of the college.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

1. **Education:**
   a. Four-year degree in Counseling, Human Services, Social Work or related field or equivalent experience preferred. Experience with a Native American Tribal Organization and/or not-for-profit agency desirable.
   b. Ability to work evenings and weekend.
2. **Desired Qualification:**
   a. Some expertise in the data systems, area agencies, willing to occasionally work evenings and weekends.
   b. Masters degree in counseling or related field.

Reporting to this Position: None.

Physical Demands & Work Environment:
Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office Equipment including; telephone, computer, laptop, fax, copy, print, scan

		1-33% of time	34-65% of time	67-100% of time			1-33% of time	34-65% of time	66-100% of time
Activity	**Never**	**Occasional**	**Frequent**	**Constant**	**Activity**	**Never**	**Occasional**	**Frequent**	**Constant**
Bend	☐	☐	☒	☐	**Lift/Carry**				
Squat/Kneel	☐	☐	☒	☐	10 lbs or less	☐	☒	☐	☐
Twist/Turn	☐	☐	☒	☐	11-20 lbs	☐	☒	☐	☐

Climb	☒	☐	☐	☐	21-30 lbs	☐	☒	☐	☐
Crawl	☒	☐	☐	☐	31-50 lbs	☒	☐	☐	☐
Reach	☐	☐	☒	☐	51-75 lbs	☒	☐	☐	☐
Handling/Fingering	☐	☐	☒	☐	76-100 lbs	☒	☐	☐	☐
Grasping	☐	☒	☐	☐	**Push / Pull**				
Repetitive Motion	☐	☒	☐	☐	12 lbs or less	☐	☒	☐	☐
Stand	☐	☒	☐	☐	13-25 lbs	☐	☒	☐	☐
Walk	☐	☒	☐	☐	26-40 lbs	☐	☒	☐	☐
Sit	☐	☐	☐	☒	41-70 lbs	☒	☐	☐	☐
Special Activities					71-100 lbs	☐	☐	☐	☐
Hand Control-L&R	☐	☐	☒	☒	**Tools**				
Foot Control-L&R	☒	☐	☐	☐	Small Hand	☐	☒	☒	☐
Type/Keyboard	☐	☐	☐	☒	Power	☒	☐	☐	☐
	☐	☐	☐	☐	Drivers	☒	☐	☐	☐
	☐	☐	☐	☐	Forceful Grip	☒	☐	☐	☐

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the expectations and physical requirements of this job description.

Print Name: _____ Date: _____

Signature: _____

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.