**Position Description**

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| **Date:** 5/8/2019 | **Prepared By:** Human Resources |
| **Classification Title:** Rehabilitation Specialist | **Working Title:** Career Pathways Recruiter |
| **Office:** Nebraska VR | **Reports To:** |
| **FLSA Status:**  Nonexempt  Exempt | **Job Code & Pay Grade:** EDB605 - 45 |
| **Position Number:** | **Positions Directly Reporting to Incumbent:** 0 |
| **Incumbent:** | **Positions Indirectly Reporting to Incumbent:** 0 |

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| **Purpose:**  To assist prior Nebraska Vocational Rehabilitation (VR) clients achieve employment advancement in the Architecture/Construction, Healthcare, Information Technology, Manufacturing, Transportation, Distribution or Logistics (TDL) career pathways. |
| **Essential Functions:**   * Provides information about jobs, their requirements, and development activities to identify employment opportunities. * Coordinates community-based evaluations (e.g. on-the-job evaluation and training) and provides direct assessment and service activities. * Approves employment outcomes, Individualized Plans for Employment (IPEs), annual reviews, and amendments. * Prepares and approves cases for client eligibility, priority groups, and records basis for employment outcome determinations and approvals. * Provides career, personal adjustment, and disability counseling to help clients achieve employment outcomes. * Monitors and advocates for client progress to support efficient follow through by team members and providers to ensure client success. * Develops and maintains partnerships with employers, community referral sources, and one-stop centers. * Provides outreach and information about vocational rehabilitation to the community, including referral sources and schools. * Recommends the purchase of goods and services for clients in accordance with established fiscal policies and procedures. * Possesses a valid driver’s license, travels independently, and works in a variety of settings. * Maintains regular and reliable attendance. |
| **Other Duties and Responsibilities:**   * Participates in Nebraska VR and Nebraska Department of Education committees and work groups. |
| **Extent of Public Contact:**  This position requires contact with VR clients, community service providers, school personnel, employers, and the general public. |
| **MINIMUM QUALIFICATIONS:**  Master’s degree with emphasis in one of the following areas: Vocational Rehabilitation Counseling, Counseling and Guidance, or other related counseling programs. For statutory reasons no substitutions are allowed for this classification.  **PREFERRED QUALIFICATIONS:**  Master’s degree in related field and direct experience working with and advocating for persons with significant disabilities. Experience or training providing case management services (documenting observations, writing case notes, locating resources). |
| **Knowledge and Abilities:**  KNOWLEDGE:   * Formats used in written business communications. * English grammar, spelling, and composition needed for correspondence. * Computer software necessary to carry out job responsibilities. * Types and uses of office equipment. * Office management principles, methods, and procedures. * Established policies, procedures, practices of the Nebraska Department of Education.   ABILITIES:   * Interact with persons having significant disabilities. * Locate and summarize information from files and documents. * Maintain the confidential nature of information. * Convey technical information to individuals with varying levels of knowledge. * Communicate orally and in writing with agency staff and the public. * Establish and maintain effective working relationships. * Understand, interpret, and apply rules, administrative policies, and program guidelines. * Operate office equipment necessary to perform the required duties. |
| **Working Conditions & Environment:**  This position requires approximately 90% of work time spent in an office environment and the remaining 10% of work time spent traveling and working in sites such as meetings and conferences.  **Note: The Nebraska Department of Education will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.** |
| **Examples of Physical Demands:**  The physical requirements for this job are characterized in the following table showing how often each activity is done to adequately perform the job. |
| **Lifting, Carrying, Pushing or Pulling:**  Continuous lbs.  Frequent lbs.  Occasional 20 lbs.  Intermittent lbs. |

**Repetitive Motions**

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| Use of Hands | Continuous 76-100% of the day | Frequent 34-66% of the day | Occasional  6-33% of the day | Intermittent  1-5% of the day | Less than 1% |
| Fine Manipulation |  |  |  |  |  |
| Pushing/Pulling |  |  |  |  |  |
| Simple Grasping |  |  |  |  |  |
| Keyboarding |  |  |  |  |  |
| Use of Feet |  |  |  |  |  |

**Other Physical Demands**

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| Physical Activity | Continuous 76-100% of the day | Frequent 34-66% of the day | Occasional  6-33% of the day | Intermittent  1-5% of the day | Less than 1% |
| Stoop/Bend |  |  |  |  |  |
| Crouch |  |  |  |  |  |
| Crawl |  |  |  |  |  |
| Kneel |  |  |  |  |  |
| Twist |  |  |  |  |  |
| Climb |  |  |  |  |  |
| Balance |  |  |  |  |  |
| Reach |  |  |  |  |  |
| Walking/Standing |  |  |  |  |  |
| Driving |  |  |  |  |  |
| Sitting |  |  |  |  |  |

\*Nothing in this job description restricts management’s right to manage, direct, and assign duties and responsibilities to this position at any time.