**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:** [x]  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.
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| **Other Duties and Responsibilities:*** Participates in Nebraska VR and Nebraska Department of Education committees and work groups.
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| **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.
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| **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. [x]  Occasional 20 lbs. [ ]  Intermittent lbs. |

**Repetitive Motions**

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| Use of Hands | Continuous76-100% of the day | Frequent34-66% of the day | Occasional6-33% of the day | Intermittent1-5% of the day | Less than 1% |
| Fine Manipulation | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |
| Pushing/Pulling | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |
| Simple Grasping | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |
| Keyboarding | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Use of Feet | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |

**Other Physical Demands**

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| Physical Activity | Continuous76-100% of the day | Frequent34-66% of the day | Occasional6-33% of the day | Intermittent1-5% of the day | Less than 1% |
| Stoop/Bend | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |
| Crouch | [ ]   | [ ]  | [ ]  | [ ]  | [x]  |
| Crawl | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |
| Kneel | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |
| Twist | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |
| Climb | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |
| Balance | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
| Reach | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
| Walking/Standing | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
| Driving | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
| Sitting | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |

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