

# Arkansas Department of Career Education

Certified Vocational Rehab Counselor- Transition Specialist Job Vacancy Announcement

Recruitment Period:

**Tuesday, September 20, 2016 through Monday, October 03, 2016**

Position Number: 22159995

Classification Title: Certified Vocational Rehab Counselor- Transition Specialist Class Code: L098C

Grade: C119 Entry Level: Salary: \$35,554

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Certified Vocational Rehab Counselor- Transition Specialist. The role of the Certified Vocational Rehab Counselor- Transition Specialist is to assure that the youth enrolled in the AR Promise Grant are provided career exploration, job readiness and soft skilled development activities; transition planning and disability awareness. The Transition Specialist will be engaged in the on-going development of the Individualized Education Plan (IEP), coordinate activities with the case managers and work with the Department of Workforce Services (DWS) to ensure that the paid work experiences are aligned with the skills, abilities, weakness and interests of the youth they are assigned to serve. This position is located in the Fayetteville Field Office, 4058 N. College, Suite 150, Fayetteville, Arkansas 72703.

Thoroughly read the attached Certified Vocational Rehab Counselor- Transition Specialist functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

## Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com>. Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Monday, October 03, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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### Education and Professional Work Experience

The formal education equivalent of a master's degree in education, counseling, Rehabilitation counseling, or counselor education; plus two years of experience in counseling or a related field.

Must be a licensed counselor in accordance with ACA 17-27-301 or certified as a Certified Vocational Rehabilitation Counselor in accordance with the Commission on Rehabilitation Counselor Certification. Prefer an applicant with CPR certification.

Therapy and Counseling - Knowledge of principles, methods, and procedures for diagnosis, treatment, and Rehabilitation of physical and mental dysfunctions, and for career counseling and guidance

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources

Sociology and Anthropology - Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins

Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems

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### Job Responsibilities and Expected Results

Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work

Assisting and Caring for Others - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients

Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time

Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources

Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person

Communicating with Persons outside the Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail

Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form

Evaluating Information to Determining Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards

Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems

### Detailed Work Activities

- Maintain client records
- Collaborate with other professionals to assess client needs or plan treatments
- Develop treatment plans for patients or clients
- Refer individuals to educational or work programs
- Monitor clients to evaluate treatment progress
- Evaluate characteristics of individuals to determine needs or eligibility
- Confer with family members to discuss client treatment plans or progress
- Confer with clients to discuss treatment plans or progress
- Evaluate potential problems in home or work environments of clients
- Arrange physical or mental health services for clients