



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 12/07/2020	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>VOC REHAB SPECIALIST I</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: VOCATIONAL REHAB	Location: Okemah	Location Code: 114	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	This is an entry level VR Specialist position whose purpose is to perform beginning profession counseling skills required for effective guidance and counseling, training, and job placement in the vocational rehabilitation of individuals who are mentally or physically disabled. Incumbent is under the close direct supervision of VR Manager and VR Program Director.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>A. Knowledge of basic principles and practices of guidance and counseling, psychological testing and occupational placement.</li> <li>B. Knowledge of basic medical and psychosocial aspects of chronic illness and disability.</li> <li>C. Knowledge of basic pharmaceuticals and of laboratory reports.</li> <li>D. Knowledge of medical terminology.</li> <li>E. Proficient computer skills within a Windows desktop environment and including working knowledge of Microsoft Office Suite, Business Suite and Excel. Knowledge of basic accounting practices.</li> <li>F. Knowledge of the fundamental principles of VR and the VR process.</li> <li>G. Knowledge and skill to utilize a personal computer and its applications in a Windows environment and to operate other necessary office equipment.</li> <li>H. Ability to communicate courteously and effectively with VR clients and their families or representatives, coworkers, MCNDH administrative and medical staff, individuals with physical or mental impairments, Tribal and local officials, and the general public both orally and in writing.</li> <li>I. Ability to work in a team atmosphere.</li> <li>J. Ability to maintain VR client confidentiality at all times.</li> <li>K. Ability to maintain a confident, professional demeanor.</li> <li>L. Performs beginning-level counseling work such as initial interviews with applicants for vocational rehabilitation to obtain information concerning applicant's physical or mental condition, social and economic situation, attitudes and aptitudes, work experience, educational background and personality traits.</li> <li>M. Maintain a minimum of 65 cases per policy.</li> <li>N. Maintain performance of program goals set for VR Counselors in</li> </ul>



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	<p>policy.</p> <p>O. Under close supervision, shall arrange for medical diagnosis to determine kind and extent of disability and rehabilitation possibilities.</p> <p>P. Provide for the administration on interpretation of standard psychological tests when indicated by client observation or desire to go into long-term training. Incumbent will review results with supervisor to determine eligibility on the basis of law and policy and assist the individual in the development of an individual plan for employment.</p> <p>Q. Assist in the planning and arranging for VR services, authorize payment for agreed upon service according to Program guidelines and supervise client's training program and monitor progress throughout the VR process.</p> <p>R. Counsel with client throughout the rehabilitation process, advocate for client with other professionals if necessary and assist client in meeting/problem solving of medical, social, psychological aspects of the disability and vocational limits.</p> <p>S. Confers with public and private employers to establish job opportunities for vocational rehabilitation clients and aids clients in securing employment consistent with their abilities.</p> <p>T. Shall make periodic visits with clients to monitor progress and maintain appropriate case records and controls case services expenditures.</p> <p>U. Periodically review cases to ensure progress is being made or make adjustments by revising objectives and services upon mutual agreement of client, VR Specialist I and VR Manager.</p> <p>V. Regular attendance is required.</p> <p>W. Perform all other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>Bachelor's Degree in Vocational Rehabilitation, Social Services, or Associate Degree with continued studies leading to a Bachelor's Degree in Vocational Rehabilitation Counseling is preferred.</p> <p>Applicants with Bachelor's Degree in Social Services or related field must have one (1) year of verifiable work experience in VR delivering services to individuals with disabilities. Applicants with an Associate's Degree must have two (2) years verifiable work experience in VR delivering services to individuals with disabilities which may be substituted for Bachelor's Degree.</p>
<p>Preferred Requirements:</p>	<p>Bachelor's Degree in Vocational Rehabilitation Services, Social Services or related field must have one (1) year of verifiable work experience in VR delivering services to individuals with disabilities.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

**Competencies:**

**Customer Service:** Responds promptly to customer needs.



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- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs.
- Up to 100 lbs.
- Over 100 lbs.

Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.