



TEXAS WORKFORCE COMMISSION JOB VACANCY NOTICE

(512) 475 - 1224

www.twc.state.tx.us

Opening Date: 09/21/2017

Closing Date: 11/03/2017

Posting Number: 809614RK

Number of Vacancies: 1 **% Work:** 100%

Position Title: Vocational Rehabilitation Counselor I-IV

Salary: \$2,909.83 - \$6,149.00 per month

Work Location: Tarrant County N. Management Unit 2-1, 3320 Phoenix Dr., Fort Worth, TX, 76116

Salary Group: B16 - B20 **Class:** 5062-5065

Refer To: HR Help Desk

Telephone: 512-936-3400

Duration:	Regular: X	Temporary:	Exempt:
Full or Part-Time: Full-Time			
Hours/Week: 40			
Posting Type: Internal/External			
Shifts: 1st:	X	2nd:	3rd:
Rotating:			

Job Summary:

The mission of the Texas Workforce Commission (TWC) is to promote and support a workforce system that creates value and offers employers, individuals and communities the opportunity to achieve and sustain economic prosperity.

The Vocational Rehabilitation Counselor (VRC) I-IV performs routine to advanced vocational rehabilitation work in support of the mission, goals and values of the Texas Workforce Commission. Applies critical thinking skills and sound decision making in performance of routine rehabilitation work in the Vocational Rehabilitation (VR) program. This program assists eligible individuals with disabilities to prepare for, retain, obtain and/or advance in competitive, integrated employment and includes assisting students with disabilities to transition successfully from high school to postsecondary education and employment. This position will be located 3320 Phoenix Drive, Fort Worth, TX 76116.

The ideal candidate will perform work using the applicable policy, guidance, and the electronic case management system. The VRC I-IV is hired by the Area Manager (AM) with the approval of the Regional Director (RD), and works independently, with moderate to minimal supervision by the Area Manager.

The Vocational Rehabilitation Counselor I-IV:

- Assists eligible individuals with disabilities to prepare for, retain, obtain and/or advance in competitive, integrated employment and includes assisting students with disabilities to transition successfully from high school to postsecondary education and employment.
- Develops and maintains relations with community referral sources, businesses, employers and schools as applicable.
- Collects and analyzes all information necessary to make an accurate eligibility decision (e.g. medical, psychological, school records, employment records, etc.)
- Assists the consumer in choosing an appropriate employment by analyzing information to determine the consumer's strengths, resources, priorities, concerns, abilities, capabilities and interests, and matching that information to the current job market, as appropriate.
- Works collaboratively with the consumer to develop a plan of services designed to achieve the consumer's identified employment goals.
- Ensures timely, cost-effective provision of services and consumer progress toward achievement of their employment goal.
- Develops and implements a process leading to successful job placement.
- Applies best value purchasing practices and uses available comparable benefits and services to ensure effective use of public funds.
- Possesses knowledge of communication strategies for people who are deaf or hard of hearing.
- Possesses knowledge of aspects of deaf culture.

MANUAL COMMUNICATION SKILLS REQUIRED FOR THIS POSITION

- Possesses the ability to communicate in a conversational mode utilizing various forms of manual communication (American Sign Language (ASL), Pidgin Sign English (PSE)/Contact Language).
- At time of interview, candidates will be assessed on their signing skills.
- A standard writing sample will be requested during the interview.
- Performs other duties as assigned and required to meet the mission and goals of the department and division.

This position involves 15%-30% travel, and method of transportation is the responsibility of employee. Counselors are required to travel to reach their assigned consumers on a regular basis. Thus, travel is required for this position.

Please see next page for information regarding Minimum Qualifications and How to Apply.



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Hours/Week: 40			
Posting Type: Internal/External			
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Preferred Qualifications: A Master's degree with a major in Rehabilitation Counseling OR a Master's degree in counseling or related degrees, Education, Social Work, Sociology, Psychology or Human Services from an accredited college or university plus one year of related work experience. A current Certified Rehabilitation Counselor (CRC) certificate or current Licensed Professional Counselor (LPC) credential. If selected, applicants without CRC or LPC credentials will be required to meet the agency's educational requirements within the time frame established upon employment.

Minimum Qualifications:

Other Master's degree plus two (2) years related work experience, OR Bachelor's degree with a major in vocational rehabilitation from an accredited college or university plus one (1) year related work experience; OR Bachelor's degree with major in Counseling, Education, Social Work, Sociology, Psychology, or Public Health from an accredited college or university plus two (2) years related work experience; OR Other Bachelor's degree plus three (3) years related work experience.

Copy of official transcripts, certifications and/or credentials will be requested at the time of interview.

This is a career ladder position, and depending on required qualifications and experience, may be filled at any level from a VRC I to VRC IV. Thus, the salary range for this position is \$2,909.83-\$6,149.00 per month. qualifications and experience, may be filled at any level from a VRC I to VRC IV.

Veterans: Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications and skill sets. Also, you can compare this position to military occupations (MOS) at the Texas State Auditor's Office by pasting this link into your browser: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf.

HOW TO APPLY: To be considered, please complete a State of Texas Application for Employment and submit only ONE of following ways: apply online at www.workintexas.com by choosing the option: "I'm interested in this job" and clicking save (Preferred Method); or fax a completed State of Texas Application to 512 463 2832; or mail a completed application to Texas Workforce Commission, Human Resources Department, Room 230, 101 East 15th Street, Austin, Texas 78778 0001.