



TEXAS WORKFORCE COMMISSION JOB VACANCY NOTICE

(512) 475 - 1224

www.twc.state.tx.us

Opening Date: 01/08/2018 **Closing Date:** Open Until Filled

Posting Number: 809979HA

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

Position Title: Trans. Voc. Rehab. Counselor I-IV (Fort Worth)

Salary: \$3,284.00 – \$6,149.00 per month

Work Location: 3320 Phoenix Dr, Fort Worth, TX, 76116

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

Refer To: Human Resources **Telephone:** 512-475-1224

Duration:	Regular:	X	Temporary:	Exempt:
Full or Part-Time:	F			
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. To support our mission, we are seeking to fill a Transition Vocational Rehabilitation Counselor (TVRC) I-IV position in the Tarrant County N Mgmt Unit 2-1 Field Office which is located at 3320 Phoenix Dr., Fort Worth, TX 76116.

The Transition Vocational Rehabilitation Counselor (TVRC) I-IV performs routine to advanced vocational rehabilitation work for a high volume of students in support of the mission, goals and values of the Texas Workforce Commission. Applies critical thinking skills and sound decision making in the performance of routine rehabilitation work in the Vocational Rehabilitation (VR) program.

General Duties:

- Provides quality Transition Services to students with disabilities, including those who may be potentially eligible
- Develops and maintains relations with community referral sources, businesses, employers and schools
- Collects and analyzes all information necessary to make an accurate eligibility decision (e.g. medical, psychological, school records, employment records, etc.)
- Assists students in choosing appropriate employment by analyzing information to determine the student's strengths, resources, priorities, concerns, abilities, capabilities and interests, and matching that information to the current job market
- Participates with the local education agencies and families of students to support students acquiring the necessary academic skills, work skills, and life skills to be independent and successful
- Works collaboratively with the student to develop a plan of services designed to achieve the student's identified employment goals
- Provides opportunities for students to explore career options and to gain employment experiences
- Creates and maintains student records and performs case load management
- Ensures timely, cost-effective provision of services and student progress toward eventual achievement of their employment goal
- Develops and implements a process leading to the eventual successful job placement for students
- Develops referral sources, maintains resource information, and obtains appropriate referrals to reach blind or visually impaired students
- Works with the Regional Employment Assistance Specialists and / or Business Relation Specialists to build quality relationships with businesses in order to provide career exploration experiences for students
- Applies best value purchasing practices and uses available comparable benefits and services to ensure effective use of public funds
- Accounts for case service expenditures and delivery of services to maintain adherence to established funding/expenditure directives
- May act as a Team Leader to assigned support staff for designated caseload
- Participates in training activities conducted for staff development
- Performs other duties as assigned

This position involves up to 70% travel, and method of transportation is the responsibility of employee.



TEXAS WORKFORCE COMMISSION JOB VACANCY NOTICE

(512) 475 - 1224

www.twc.state.tx.us

Opening Date: 01/08/2018 **Closing Date:** Open Until Filled

Posting Number: 809979HA

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

Position Title: Trans. Voc. Rehab. Counselor I-IV (Fort Worth)

Salary: \$3,284.00 – \$6,149.00 per month

Work Location: 3320 Phoenix Dr, Fort Worth, TX, 76116

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

Refer To: Human Resources **Telephone:** 512-475-1224

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

Preferred Qualifications:

Manual Communication skills is highly preferred.

A Master's degree with a major in Rehabilitation Counseling OR a Master's degree in counseling or related degrees such as Special Education, Social Work, Psychology, or Human Services from an accredited college or university plus one year of related work experience OR current Certified Rehabilitation Counselor (CRC) certificate or current Licensed Professional Counselor (LPC) credential. Applicants selected who do not have a Master's degree in Rehabilitation Counseling or CRC certificate or LPC credential will be required to meet the Comprehensive System of Personnel Development educational requirements within a time frame established upon employment. This will entail taking specific courses that focus on the professional role of a Rehabilitation Counselor.

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 TVRC I to TVRC IV. Thus, the salary range for this position is \$3,284.00-\$6,149.00 per month. TWC not only offers a competitive salary but the State of Texas benefits package includes everything from health insurance, a retirement plan, and a variety of leave types. Learn about TWC jobs and benefits at www.texasworkforce.org/twcjobs.

Veterans:

Use your military skills to qualify for this position or other jobs! Go to www.texasworkforce.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.