



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0020  
HEALTH & HUMAN SERVICES  
VOCATIONAL REHABILITATION  
REHABILITATION TECHNICIAN**

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<b>Position Title:</b>	Rehabilitation Technician	<b>Pay Level:</b>	\$24,237 - \$36,355
<b>Position Open Date:</b>	03/01/2023 – Until Filled	<b>Department:</b>	Vocational Rehabilitation
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Program Manager	<b>Location:</b>	Health & Human Services

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**POSITION SUMMARY:**

This position is responsible for providing basic assistance to the professional vocational rehabilitation staff.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High school diploma or General Equivalency Diploma (GED).

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate over the telephone and in person; agility to perform fitness and cultural activities.

**ESSENTIAL FUNCTIONS:**

- Assists the Vocational Rehabilitation Counselors in their provision of consumer services
- Interviews applicants to obtain information concerning the applicant's disability, social and economic situations, attitudes and aptitudes, work experience, educational background, and personality traits
- Gathers paperwork for the Vocational Rehabilitation Counselors to determine consumer eligibility
- Performs record keeping utilizing department policies and guidelines
- Assists the Program Manager
- Coordinates consumer's transportation, as well as transports consumers to appointments
- Assists in identifying resources of benefits in the community and surrounding areas
- Operates the copier, scanner, fax machine and other office equipment; performs a preliminary check of office equipment to determine the cause of malfunctions; notifies the proper repair staff or service
- Assists Vocational Rehabilitation Counselors in maintaining case files, and transfers case records through the management information system
- Uses a computer to verify information and may make simple updates
- May provide relief and assistance to other office support assignments
- Provides backup for the Administrative Assistant as a Customer Services Specialist answering the telephone; greeting visitors; determines the nature of the visit or call; directs callers to the proper office or person or takes messages as required
- Contributes to the overall quality of the unit's service provision by team work and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

**REQUIRED KNOWLEDGE AND SKILLS:**

- Correct business English, including spelling, grammar and punctuation
- Basic computer applications related to work
- Basic business arithmetic
- Basic office practices and procedures
- Basic record keeping practices
- Techniques for dealing with the public, in person and over the telephone
- Determining the nature of a call or visit and recommending appropriate actions or solutions
- Locating and researching community resources
- Active listening, gathering information via interviews, and providing information and referrals
- Performing detailed office support work
- Maintaining accurate records of work performed
- Operating standard office equipment
- Reading and explaining rules, policies and procedures
- Understanding and following oral and written directions
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Dealing successfully with the public, in person and over the telephone
- Communicating effectively in oral and written forms

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**Pueblo of Jemez – Human Resources Department**  
**PO BOX 100 Jemez Pueblo, New Mexico 87024**  
**Phone: (575) 834-6333**  
**Fax: (575) 834-0604**  
**E-mail: [humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

To;  
[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;  
Pueblo of Jemez – Attention Human Resources Department  
PO BOX 100  
Jemez Pueblo, New Mexico 87024

Or;  
Visit the Pueblo of Jemez Website – Careers  
[www.Jemezpueblo.org](http://www.Jemezpueblo.org)