



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0019
HEALTH & HUMAN SERVICES
VOCATIONAL REHABILITATION
COUNSELOR**

Position Title:	Counselor	Pay Level:	\$32,198 - \$48,297
Position Open Date:	03/01/2023 – Until Filled	Department:	Vocational Rehabilitation
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Program Manager	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for working with Native Americans with disabilities to achieve meaningful employment outcomes that will enhance the quality of their lives.

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); Bachelor's Degree in social service field preferred; AND two (2) years of experience in providing services to youth and/or adults with disabilities.

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.

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@jemezpuablo.org

ESSENTIAL FUNCTIONS:

- Provides guidance and counseling to individuals with disabilities to explore appropriate vocational outcomes.
- Assesses consumers' needs and develops Individualized Plans for Employment (IPE) that fit consumers' educational and skill level, physical abilities, and career goals
- Prepares and maintains case files / case notes, with documentation such as eligibility information, services provided, correspondences and narratives of consumer contacts
- Discusses with consumers their options and goals so that they receive VR services relevant to their needs; monitors & records consumer's progress to ensure IPE goals & objectives are met
- Builds & maintains rapport with consumers during the consumer's participation with VR program
- Communicates with physicians, psychologists and other professionals to develop and implement appropriate accommodations for each consumer
- Arranges for physical, mental, academic, vocational and other evaluations and assessments to obtain information on how to address consumers' needs when developing IPEs
- Analyzes information from educational evaluations, medical records, and reports from other professionals to assess consumers' needs, abilities, limitations & eligibility for services
- Pinpoints barriers that may hinder consumer employment, education, or self-employment such as inflexible schedules, transportation problems, child care problems, and works with consumers to develop strategies in overcoming these barriers
- Helps employers understand the needs and abilities of people with disabilities, as well as laws and resources that impact people with disabilities
- Assists consumers in creating strategies to develop their strengths & adjust to their limitations
- Maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials
- Utilizes a consumer database to document cases
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams 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
- Other program duties assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Applicable laws, codes and regulations
- Counseling theories and methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance while maintaining confidentiality
- Providing customer services to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- 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
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Complying with applicable laws, codes and regulations
- Maintaining accurate case records and preparing accurate and timely reports
- Providing effective counseling to consumers and their families
- Using initiative and independent judgment within established procedural guidelines
- Preparing clear and concise reports, correspondence and other written materials

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Using tact, discretion and prudence in dealing with youth, adults and families contacted in the course of the work
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Using software applications related to assigned functions
- 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

To;

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