

***\*Job Opening\****

**Vocational Rehabilitation Job Developer/Transition Specialist**

***Lac Courte Oreilles Vocational Rehabilitation Program***

**Posting Date:** September 24, 2018  
**Closing Date:** October 8, 2018  
**Wage/Salary:** Negotiable/contingent upon funding  
**Location:** CDC Building  
**Supervisor:** LCO Vocational Rehabilitation Program Director

**Position Summary:**

The LCO Vocational Rehabilitation Job Developer/Transition Specialist will assist in promoting and developing employment and on-the-job training opportunities for adult and high-school aged American Indians with disabilities. The successful candidate will be energetic and possess exceptional communication skills. The Job Developer/Transition Specialist will be responsible for working with employers in Sawyer County to place consumers in available jobs. This will include explaining services provided by the LCO Vocational Rehabilitation Program including job accommodations, assistive technology and job training. The individual who is hired will also be required to develop a relationship with staff from Hayward High School, LCO High School, Winter High School and Birchwood High Schools to assist students who have disabilities successfully transition from high school to employment and/or education.

**Duties and Responsibilities:**

- Work with Vocational Rehabilitation Counselors, medical/psychological and service providers to assess the employability of program consumers.

- Provide VR Consumers with career exploration, job search assistance, soft skills training, resume development, interviews, etc. This includes holding workshops/trainings in a small group setting at the LCOVR Office as needed.
- Complete and ensure follow-through with all job development plans completed with eligible consumers who are seeking employment
- Work with VR Counselors and consumers in the development of Individualized Plans for Employment (IPE's).
- Perform follow-up visits to consumers and employers to assure the needs of both are met.
- Contact, develop and maintain ongoing working relationships with Tribal and Non-Tribal employers for the purpose of promoting and developing opportunities and on-the-job training programs for consumers.
- Develop an Employer Resource Directory within the first six months of hire.
- Participate in program outreach activities such as job/resource fairs and employer forums to increase awareness of project and advantages in hiring individuals with disabilities, this may include writing newspaper articles, updating the LCOVR social media sites and radio broadcasting.
- Responsible for conducting weekly Program Orientations to consumers who are interested in learning about the LCO Vocational Rehabilitation Program.
- Completes necessary documentation for all casework activities to ensure compliance with federal and state regulations, program policies and procedures, and complete and accurate consumer files.
- Provide support for other VR Program activities to include program information, community presentations, meetings and assisting with administrative tasks. Monitoring the front desk/answering phone calls/scheduling and assisting consumers in the event the Administrative Assistant is out of the office.
- Maintain and increase transition student caseload, including the development of relationships with staff and students in the four school districts the LCO Vocational Rehabilitation Program serves. VR Job Developer/Transition Specialist will plan and conduct activities with transition students to help their successful transition from high school to employment and/or education. This may include: attending IEP meetings, locating summer job placements, career exploration, assisting with job applications, resume-development, cover letters, completing interest inventories, college applications or other activities that are recommended by the Vocational Rehabilitation Counselor.
- Participate in trainings, seminars, meetings and program evaluation activities.
- Other duties as necessary to fulfill the responsibilities and requirements of the program.

**Qualifications:**

- Associate's Degree in Counseling, Human Services, Social Work or related field or equivalent experience preferred.

- Must have two years work related experience in a counseling, job placement position/employment position or experience working with individuals who have disabilities.
- Must have knowledge of vocational rehabilitation services, state and local employment, and community resources.
- Must have the ability to work with employers and local school districts to represent the Program and Tribe concerning disability and employment issues.
- Be dependable, reliable, courteous, highly motivated self-starter and be able to work with minimal supervision.
- Have excellent written and verbal communication skills, Ability to plan, organize and schedule priorities efficiently/effectively.
- Must be able to successfully pass a background check, a preliminary background check will be performed upon receipt of the employment application.
- Proficient with a variety of computer programs including Microsoft Office, Excel and DataOps Software.
- Mature adult. Tribal Preference applies.
- Must be culturally sensitive to Native Americans and have an awareness of Ojibwe culture and traditions.
- Must have valid driver's license, reliable transportation and full auto insurance. This position will require travel outside of the office several times per week.
- Must be able to pass pre-employment and random drug testing and any random drug testing thereafter.
- Must be aware of and strictly abide by the **Code of Confidentiality**.

**Application Procedure:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Certificate of good standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Holly Trepanier, Human Resources Director  
13394 W. Trepania Road  
Hayward, WI 54843**

**Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.**