



*Pride of the Ojibwe*

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## *Lac Courte Oreilles Vocational Rehabilitation Program*

### **Vocational Rehabilitation Counselor**

**POSTING DATE:** May 20, 2026  
**CLOSING DATE:** Open Until Filled  
**SALARY:** \$26-\$28 (D.O.Q.)  
**SUPERVISION:** LCO Vocational Rehabilitation Program Director  
**LOCATION:** 8558 N. County Rd. K, Lower Level, Hayward, WI  
**DEPARTMENT:** Vocational Rehabilitation  
**ADMINISTRATION:** LCO Tribal Government Personnel Policies & Procedures

#### **Position Summary:**

The Lac Courte Oreilles Vocational Rehabilitation (LCOVR) Counselor will provide guidance, counseling, and case management services to Native Americans with disabilities who are seeking services through the Tribe's Vocational Rehabilitation Program. We are seeking a highly motivated, organized, dependable, and compassionate professional who maintains a positive attitude, demonstrates strong professional boundaries, and thrives as a collaborative team player while also being able to work independently in a fast-paced environment. Duties include assessing and determining eligibility for services; developing individualized employment plans; coordinating and providing vocational rehabilitation services; collaborating with tribal departments, schools, employers, and community organizations; arranging medical, psychological, educational, and vocational evaluations; and providing other supportive services as appropriate. The VR Counselor will maintain accurate and confidential consumer records in accordance with Tribal policy, the Rehabilitation Act, and its amendments.

#### **Duties and Responsibilities:**

- Provide guidance and counseling to eligible consumers and their families regarding vocational rehabilitation services, program policies, consumer rights, responsibilities, and intake procedures.

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Human Resources Dept  
Voc Rehab Counselor**

- Conduct intake interviews, gather supporting documentation, and complete eligibility determinations within required federal, Tribal, and program-established timelines.
- Develop, implement, and monitor Individualized Plans for Employment (IPEs) in collaboration with consumers, ensuring plans are completed within required timelines and based on informed choice, individual strengths, priorities, resources, concerns, abilities, and capabilities.
- Arrange and coordinate medical, psychological, vocational, educational, and other assessments necessary to determine eligibility, vocational needs, and appropriate service planning.
- Provide comprehensive vocational rehabilitation services including counseling and guidance, case management, career exploration, job readiness training, soft skills development, resume assistance, interview preparation, job placement, assistive technology, accommodations, and other individualized employment supports.
- Maintain an active caseload and ensure timely follow-up with consumers, service providers, employers, schools, and community partners to support progress toward employment goals.
- Meet required case management deadlines related to referrals, eligibility determinations, IPE development, service authorizations, progress reviews, annual reviews, amendments, and case closures.
- Maintain accurate, organized, and audit-ready consumer files; complete case notes, authorizations, service documentation, and data entry within established timelines to ensure compliance with Tribal policy, federal regulations, and Rehabilitation Services Administration (RSA) requirements.
- Participate in ongoing case staffing, team meetings, and collaborative service planning with VR staff to ensure timely service delivery, compliance, and positive consumer outcomes.
- Provide support during consumer job placement, assist with workplace accommodations, and help resolve employment-related barriers as needed.
- Facilitate orientations, transition presentations, outreach events, and informational sessions for consumers, families, schools, employers, and community partners.
- Plan and implement community outreach activities, including job fairs, resource events, employer forums, and other activities that promote disability awareness and employment opportunities.
- Attend required meetings, seminars, conferences, and professional development opportunities related to vocational rehabilitation.
- Perform other duties and follow directives assigned by the Program Director related to program operations, grant compliance, and program development.

**Qualifications:**

- Associate's Degree preferred in Vocational Rehabilitation, Human Services, Social Work, Psychology, Education, or a related field; OR at least five (5) years of experience in the Vocational Rehabilitation field or in a position providing direct services to individuals with disabilities.

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- Ability to work with individuals experiencing multiple barriers to employment, including disability, transportation challenges, mental health concerns, substance use recovery, justice involvement, or housing instability.
- Demonstrated experience working with individuals with disabilities, including individuals with physical, mental health, developmental, emotional, or other barriers to employment and independent living.
- Experience working with sensitive, vulnerable, or underserved populations, while maintaining professionalism, compassion, and appropriate boundaries.
- Ability to manage a large and diverse caseload, prioritize competing demands, maintain accurate documentation, and meet required deadlines in a fast-paced environment.
- Strong knowledge of vocational rehabilitation services, employment resources, workforce development, and state, tribal, and community support systems.
- Ability to collaborate effectively with employers, schools, families, community agencies, and other service providers to advocate for and support consumers.
- Ability to facilitate in-person group orientations, outreach events, transition presentations, and informational meetings with consumers, families, schools, employers, and community partners.
- Ability to represent the Program and Tribe professionally regarding disability awareness, employment issues, and community partnerships.
- Must be dependable, reliable, courteous, and maintain a positive, professional attitude.
- Must be a team player with the ability to build positive working relationships, contribute to a collaborative work environment, and also work independently with minimal supervision.
- Excellent written, verbal, organizational, and time management skills, with the ability to plan, organize, and prioritize workload effectively.
- Proficient in Microsoft Office, Excel, and the ability to learn and utilize Tribal Vocational Rehabilitation software and electronic case management systems.
- Must be able to successfully pass a background check. A preliminary background check will be conducted upon receipt of the employment application.
- Must maintain strict confidentiality and comply with all applicable privacy, confidentiality, and professional ethical standards.
- Must be culturally sensitive to Native American communities and demonstrate an awareness of Ojibwe culture, traditions, and values.
- Must possess a valid driver's license, reliable transportation, and proof of full auto insurance. This position requires frequent travel.
- Must be able to pass pre-employment drug testing.
- Mature adult. Tribal Preference applies.

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**

5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
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***Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***