



Pride of the Ojibwe

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Vocational Rehabilitation Job Developer/Transition Specialist

Lac Courte Oreilles Vocational Rehabilitation Program

LOCATION: 8558 N. County Rd. K, Lower Level, Hayward, WI
POSTING DATE: August 25, 2026
CLOSING DATE: Open Until Filled
SALARY: \$26/hr
SUPERVISION: LCO Vocational Rehabilitation Program Director
DEPARTMENT: Vocational Rehabilitation
ADMINISTRATION: LCO Tribal Government Personnel Policies & Procedures

Position Summary:

The Lac Courte Oreilles Vocational Rehabilitation (LCOVR) Job Developer/Transition Specialist is responsible for promoting competitive integrated employment opportunities and facilitating successful school-to-work transitions for American Indian adults and high school-aged individuals with disabilities.

The successful candidate will be energetic, self-motivated, and possess exceptional communication, networking, and relationship-building skills. This position works closely with local employers throughout Sawyer County to identify employment opportunities, develop on-the-job training experiences, and assist consumers in obtaining and maintaining meaningful employment.

Responsibilities include educating employers about the services provided by the LCOVR Program, including job accommodations, assistive technology, disability awareness, and available training supports. The Job Developer/Transition Specialist also develops and maintains collaborative relationships with Hayward High School, Lac Courte Oreilles

Ojibwe School, Winter High School, and Birchwood High School to support students with disabilities as they transition from high school to postsecondary education, vocational training, and competitive employment.

The Job Developer/Transition Specialist receives referrals from Vocational Rehabilitation Counselors for consumers who have been determined to be work-ready and are prepared to pursue employment. The position is responsible for developing individualized job placement plans, assisting consumers with job search activities, coordinating work-based learning and on-the-job training opportunities, and monitoring each consumer's progress toward achieving their employment goals. The Job Developer/Transition Specialist maintains regular communication with assigned Vocational Rehabilitation Counselors by providing monthly written progress reports, documenting employment activities and outcomes, identifying barriers to employment, and making recommendations regarding additional services or supports needed to ensure successful employment outcomes.

This position maintains an active caseload of approximately 20 or more transition-age students and young adults, while also serving work-ready adult consumers referred by Vocational Rehabilitation Counselors. All services are provided in accordance with Vocational Rehabilitation regulations, program policies, and individualized employment plans.

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.

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Human Resources Dept
VR Job Developer**

- 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.
- All other duties as assigned by Program Director 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 ability to learn TVR Software.
- Mature adult. Tribal Preference applies.

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- 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 a pre-employment drug screen.
- Must be able to pass a background check.
- Must be aware of and strictly abide by the **Code of Confidentiality**.

Application Procedure & Requirements:

1. Complete LCO Employment Application, including Release & Authorization Form
2. Cover Letter of Interest
3. Resume
4. Other supportive documents
5. Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov
marilyn.isham@lco-nsn.gov**

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