

# UNITED HOUMA NATION

400 Monarch Drive  
Houma, LA 70364  
(985) 223-3095  
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## POSITION DESCRIPTION

**Title:** Vocational Rehabilitation Counselor  
**Department:** Vocational Rehabilitation  
**Domicile:** Houma  
**Classification:** Full Time  
**Salary Range:** \$40,000-\$51,000

### General Purpose:

Responsible for making professional decisions regarding eligibility within federal criteria, providing employment counseling and development for tribal citizens with disabilities, and overseeing the case management process of vocational rehabilitation consumers of the program.

### Supervision Received:

Works under the supervision of the UHN Vocational Rehabilitation Director.

### Supervision Exercised:

None

### Essential Duties and Responsibilities:

1. Interviews and evaluates applicants, including reviewing existing medical documentation as available as well as conferring with medical and professional personnel to determine the type and severity of disability, eligibility for services, and delivery of vocational rehabilitation services necessary to achieve an employment outcome.
2. Determine eligibility of applicants based on eligibility guidelines in the Rehabilitation Act as amended as well as UHN program policies and procedures.
3. Assist consumers with the development of Individualized Plans for Employment consistent with their individual strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.
4. Coordinates and arranges for consumer services identified in the IPE including submitting all necessary fiscal documentation required by the UHN such as purchase orders, receipts, etc.
5. Maintains contact with assigned consumers and provides guidance and counseling to consumers in a timely manner in the planning, implementation, and follow-up of the vocational rehabilitation process.
6. Develops and maintains relationships with other agencies and partners to provide comparable benefits and resources to consumers that may be better suited and poised to do so than the UHN.
7. Provide referral services to both eligible and ineligible applicants regarding supportive or alternative services available outside of UHN that may benefit the consumer's overall efforts to achieve gainful employment.

8. Coordinates with other vocational rehabilitation staff to conduct case reviews as required by Administration to ensure assigned case management and documentation is up-to-date for all required reporting purposes.
9. Remains current on all federal and program regulations which includes the Rehabilitation Act as amended and attend training offered and provided to maintain skills.
10. Assist with preparing reports, budgets, and vocational rehabilitation events as required by supervisor.
11. Performs other related duties as assigned by the supervisor.

**Peripheral Duties:**

1. Attends meetings as assigned by the supervisor.
2. Attends seminars and workshops related to responsibilities.
3. Operates a vehicle to meet and assist clients and attend meetings.

**Desired Minimum Qualifications:**

Education and Experience

- A.) REQUIRED: A Bachelor's Degree from an accredited college or university in the field of counselor or social work or 5+ years of experience providing career or disability related counseling services.
- B.) PREFERRED: Prior knowledge and/or experience working in a tribal community.

Necessary Knowledge, Skills and Abilities:

- A.) Must have excellent verbal, written and communication skills.
- B.) Must be able to develop and maintain effective working relationships with community members seeking consumer, residential and business lending.
- C.) Working knowledge of current computer use and operation; working knowledge of modern office practices and procedures.
- D.) Skill in operation of listed tools and equipment.

**Special Requirements:**

- A.) Must pass a pre-employment drug screen.
- B.) Must pass a Louisiana State Police Background check.
- C.) Must possess a valid Louisiana Driver's License or the ability to obtain one.
- D.) Must have access to reliable, personal transportation for use in the fulfillment of job duties.

**Tools and Equipment Used:**

Telephone; Personal Computer (with proficiency with basic Microsoft Office operations); Copy Machine; Facsimile Machine; Automobile.

**Physical Demands:**

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

While performing the essential duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, which may include work environment modifications when possible.

The noise level in the work environment is moderately noisy.

**Selection Guidelines:**

Formal application, rating of education and experience, oral interview and reference checks, job related tests may be required of all candidates.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The United Houma Nation practices Native American preference in hiring.*