

# UNITED HOUMA NATION

400 Monarch Drive

Houma, LA 70364

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## POSITION DESCRIPTION

**Title:** Vocational Rehabilitation Technician

**Department:** Vocational Rehabilitation

**Domicile:** Houma

**Classification:** Full Time

**Salary Range:** \$27,000 - \$31,000

### General Purpose:

Responsible for assisting the vocational rehabilitation staff with facilitating the VR process and assisting consumers to ensure greater participation in the program and employment outcomes. This position is typically the first line of communication with the community and potential consumers seeking program assistance.

### Supervision Received:

Works under the supervision of the VR Director.

### Supervision Exercised:

None

### Essential Duties and Responsibilities:

1. Coordinate outreach activities in the assigned service area and coordinate such activities with community partners as needed.
2. Provide ongoing and open monthly orientation for potential new applicants to better understand the services and purpose of the VR program.
3. Attend transition core team meetings within the local high schools to identify potential transition students that would qualify for services and share information about the services and potential resources that the program can provide.
4. Assist VR Counselors with gathering data from consumers, following up, sending letters, and transporting as may be necessary to and from evaluations, required appointments, etc.
5. Serve on boards, committees and councils as approved by supervisor to represent the UHNVR Program and build a thriving network of partnerships to better serve the needs of program consumers.
6. Complete referrals for services on potential consumers to submit for processing at the Administrative office in a timely manner.
7. Meet bi-weekly with Counselors to assist with consumer tracking of progress and documenting achievements as well as ensuring that annual reviews are conducted in a timely manner.
8. Assist the VR Director with the coordination of community education programs and coordinate with other tribal programs to ensure potential and current consumers are access all services that are needed to support achieving gainful employment.

9. Maintains records and documentation to verify community-based activities and participation of such events.
10. Performs other related duties as assigned by supervisor.

**Peripheral Duties:**

1. Attends meetings as assigned by 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: Associates degree in a helping field such as social services, education, family and consumer sciences, etc., or a minimum of 3-years of hands-on experience will be considered in lieu of an associate's degree in these fields.
- B.) PREFERRED: Prior experience working in community service.

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 25 pounds and rarely lift and/or move up to 40 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.*