

VOCATIONAL REHABILITATION COUNSELOR

DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans. Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

VOCATIONAL REHABILITATION COUNSELOR

Job Location:

Division of Employment and Rehabilitation Services (DERS)

Rehabilitation Services Administration (RSA)

401 North Marshall Street, Casa Grande, Arizona 85122

www.azdes.gov

Posting Details:

Salary: \$48,510.17- \$55,440.52 Annually

Grade: 20

Closing Date: Open until sufficient resumes are received

This position may be available for remote work within Arizona (minimum 2 days per week in the office/hoteling).

Job Summary:

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) strengthens Arizona communities by bridging and minimizing gaps to employment and independence.

We are seeking an experienced and highly motivated individual to join our team as a Vocational Rehabilitation Counselor with the Rehabilitation Services Administration (RSA). This position will report to the Supervisor and provide vocational rehabilitation counseling and guidance to individuals with disabilities to address barriers to employment and gain the skills to enter, gain, or retain employment. This position will serve in a hybrid work environment.

Based on your qualifications, you will be placed in one of the following tiers:

- Entry Vocational Rehabilitation Counselor

Bachelor's degree in a field of study reasonably related to rehabilitation counseling or another field that reasonably prepares individuals to work with individuals with disabilities and employers and two years of experience working with individuals with disabilities

- Intermediate Vocational Rehabilitation Counselor

Master's degree in a field of study closely related to rehabilitation counseling and one year of experience working with individuals with disabilities (Closely related fields are defined by Commission on Rehabilitation Counselor Certification.)

- Senior Vocational Rehabilitation Counselor

Meets Intermediate credential requirements plus has a Certified Rehabilitation Counselor (CRC) certification

Annual salary is commensurate with education and qualifications, ranging from \$48,510.17 to \$55,440.52

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, commissions, many State employees participate in the State’s Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona, unless an exception is properly authorized in advance.

Job Duties:

Entry Vocational Rehabilitation Counselor

- Introduces clients to the vocational rehabilitation program including program eligibility criteria and client’s right and responsibilities
- Reviews client’s medical and/or psychological information to identify employment needs and goals as well as available services and resources
- Provides vocational counseling, career evaluation, and labor market evaluation to determine suitable employment goals

- Provides vocational counseling, career exploration, and labor market exploration to determine suitable employment goals
- Meets with clients on a one-on-one basis to problem solve and establish or modify an Individualized Plan for Employment (IPE)
- Provides case management and maintains regular contact with clients, service providers, and collaborative programs, and assess services and IPE progress
- Manages fiscal resources including authorizing, reviewing, and payment of services

Intermediate Vocational Rehabilitation Counselor

- Same duties as listed above and the following duties:
- Provides case management to clients with complex needs and goals
- Serves as program liaison for specialized groups
- Provides guidance to Entry Vocational Rehabilitation Counselors

Senior Vocational Rehabilitation Counselor

- Same duties listed above and the following duties:
- May serve as back up to the Rehabilitation Supervisor
- Provides case management to clients with high complexity level

Knowledge, Skills & Abilities (KSAs):

- Knowledge of Federal and State laws, statutes, rules, regulations pertaining to vocational rehabilitation services
- At least one year of case management experience
- Experience working with individuals with disabilities
- Broad knowledge of physical, mental, and cognitive disabilities
- Familiar with referral and community resources
- Understands computer access technology and assistive aids & devices
- Knowledge of occupational opportunities and labor market trends
- Ability to motivate clients in achieving goals
- Effective oral and written communication
- Strong time management skills
- Resourceful and problem solver
- Excellent interpersonal skills

Selective Preference(s):

N/A

Pre-Employment Requirements:

- Please see the qualification tiers listed above.
- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- This position will require a current, valid Arizona Driver's License. Travel will be required for State business. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.) and have an acceptable driving record in accordance with DES Fleet Management-Safety Program policy and procedures (DES 1-07-26 & DES 1-07-26-01). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.
- Candidates for this position shall be subject to a search of both the Child Protective Services Central Registry pursuant to A.R.S. 8-804 and the Adult Protective Services Registry pursuant to A.R.S. 46-459.
- Candidate shall have or meet the requirements to obtain prior to their first day of employment, a valid Level One Arizona fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1758.07 in order to work with children and vulnerable adults.

If this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: Driver's License Requirements.

Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Affordable medical, dental, life, and short-term disability insurance plans
- Participation in the Arizona State Retirement System (ASRS) and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan

Deferred compensation plan

- Wellness plans
- Tuition Reimbursement
- Stipend Opportunities
- Infant at Work Program
- Rideshare and Public Transit Subsidy
- Career Advancement & Employee Development Opportunities
- Flexible schedules to create a work/life balance
- Opportunity to work remotely (home office) on an ad-hoc basis

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

For questions about this career opportunity, please call (602) 679-5360 or email maritzaduffy@azdes.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (602) 679-5360 or emailing maritzaduffy@azdes.gov. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.