

**APPLY IN PERSON AT:**  
909 Packerland Drive  
Green Bay, WI 54303

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>



**OR MAIL TO:**  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

**POSITION TITLE:** Vocational Rehabilitation/Transition Specialist (**Limited Term Employment Contract**)  
**POSITION NUMBER:** 02200  
**DEPARTMENT:** Job Training  
**LOCATION:** 2640 West Point Rd. Green Bay, WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Counselor/Administrator  
**SALARY:** E3 \$34,753/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** October 24, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** October 31, 2018  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY**

This position primary function is to continue to develop, maintain, report on, and improve the Oneida Vocational Rehabilitation (V.R) Transition program. Incumbent will work with consumers facilitating and guiding the consumer in writing his/her individualized plan for employment (IPE). Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Develop and maintain relationships with Native American students eligible for transition services.
2. Develop and maintain relationship with area High Schools and personnel with appropriate transition responsibility.
3. Collect, monitor, and report annual student numbers and percentages as it pertains to transition services.
4. Determine student priority in relationship to job goal and timing of services.
5. Conduct thorough intake evaluation with potential consumers.
6. Network and coordinate services with other Tribal Social Services Programs, Tribal, County, State, private and Federal agencies that will best serve the individual consumers.
7. Contact medical and psychiatric communities to obtain appropriate information needed for evaluative purposes and provision of services.
8. Facilitate or perform thorough vocational evaluations, including administering aptitude, interests, and values testing instruments.
9. Identify and/or refer consumers with specific barriers to employment to appropriate agencies and/or resources for assessments and/or assistance.
10. Develop and provide consumer agreed upon Individual plans for Employment (IPEs). Follow through to outcome.
11. Identify and arrange for any assistive technology or accommodations needed for consumer job performance.
12. Maintain case records containing pertinent, accurate, and current information in compliance with the Privacy Act and Section 121 program regulations. Completely and accurately enter case record information into required database.
13. Collaborate with the State Division of Vocational Rehabilitation counselors to co-manage shared files.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit; stand; walk; use hands and arms; and talk and hear. Occasionally bend/stoop, reach above shoulder level, crouch, carry and lift up to ten (10) pounds.

## **JOB DESCRIPTION**

### **Vocational Rehabilitation/Transition Specialist**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT(Cont.)**

2. Work environment is generally performed in an office or job site setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge and understanding of physical/mental and psychiatric impairments and their affects on vocational and social adjustment.
2. Knowledge and understanding of Medical terminology, American with Disabilities Act and counseling practices and skills.
3. Knowledge and training dealing with theories, principals and practices of working with people with disabilities.
4. Skill in reviewing and interpreting medical, psychological and vocational information with the ability to assimilate information to identify appropriate employment goals.
5. Ability to research, coordinate and implement the services according to Grant and Tribal rules and regulations.
6. Ability to plan goals each quarter for this program to offer the best comprehensive services possible.
7. Ability to operate standard office equipment including a personal computer, copy and fax machine and phone.
8. Ability to complete Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
9. Ability to effectively communicate both verbally and in writing.
10. Ability to interact with the public with objectivity, empathy, respect, courtesy, tact and maturity.
11. Ability to handle challenging situations and meet strict deadlines.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Previous experience working with teens and/or young adults.
2. Previous case management experience.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in Vocational Rehabilitation, Guidance & Counseling, Social Work, Education or closely related field with one (1) year of previous experience counseling or vocational rehabilitation; previous experience working in a database, completing reports from a database and managing database information; and/or equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**