

JOB ANNOUNCEMENT
CDKC Vocational Rehabilitation Counselor (2 Positions Open)

Opening Date: February 6, 2024

Open until filled (First Review February 19, 2024)

Starting salary dependent upon Education & Experience/Fringe Benefits ,Twelve Month Position with 90 day probationary period

SUBMIT COVER LETTER, AND RESUME TO: (Resume should include official transcripts and (3) letters of current references.)

Selection Committee (CDKC-VRP Counselor)
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

GENERAL JOB DESCRIPTION:

Provides culturally appropriate vocation rehabilitation (VR) services to enrolled tribal members of any federally or state recognized tribe living within the exterior boundaries of the Northern Cheyenne Reservation and empowers them to retain, regain, or obtain gainful employment consistent with their strengths, resources, priorities, and abilities.

QUALIFICATIONS:

Preferred Qualifications: Bachelor's Degree in Vocational Rehabilitation Administration of Education or a Bachelor's Degree in a related Human Services field. **Minimum Qualifications:** Associate Degree in a related Human Services field and three years of experience in the counseling field. All applicants must submit a current MVR(Motor Vehicle Record) and a current Montana Drivers License with Resume. Applicant must be an insurable driver.

Chemical Dependency Counseling skills or counseling skills in a related field and at least two years experience. Networking skills necessary to provide comprehensive services to meet the needs of the CDKC Vocational Rehabilitation Program consumers.

Major Specific Responsibilities:

1. Conducts in-take interviews and arranges for diagnostic evaluation(s) to determine eligibility of applicants.
2. Evaluates the functional and vocational capacities and develops an Individualized Plan of Employment for each applicant.
3. Provides counseling, guidance and job search assistance.
4. Collaborates and networks with potential employers concerning job analysis for applicants and assists with workplace modifications, the use of assistive technology and accessibility in the workplace.
5. Works with local school counselors and Special Education teachers in providing transition services for high school seniors with disabilities.