JOB ANNOUNCEMENT
CDKC Vocational Rehabilitation Director
Opening Date: February 6, 2017
Open until filled (First Review 2/20/2017
Starting salary dependent upon Education & Experience/Fringe Benefits/Twelve Month Position

SUBMIT COVER LETTER AND RESUME TO

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

GENERAL JOB DESCRIPTION:

Directs and manages the Voc Rehabilitation program at CDKC and supervises activities and staff members in the performance of their duties. Ability to read and constructively critique government documents and develop grant proposals and reports in a timely manner. Ensures the program provides culturally appropriate vocational rehabilitation (VR) services to enrolled tribal members of any federally or state recognized tribe living within the VR Service Area and empowers them to retain, regain, or obtain gainful employment consistent with their strengths, resources, priorities, and abilities.

QUALIFICATIONS:

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

Major Specific Responsibilities:

1. Directs and manages the CDKC VRP Program which is a federally funded Section 121 Program (American Indian Vocational Rehabilitation Program) and supervises CDKC VRP staff members in their performance and training.
2. Writes and submits continuation grant proposals to ensure continued funding for the CDKC VRP program.
3. Prepare and submit the Rehabilitation Services Administration (RSA) "Annual Reporting Form for the American Indian Vocational Rehabilitation Services Grant Program".
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. Prepares the RSA Final Performance and Financial Report for the five-year funding cycle.
6. Develops and monitors CDKC VRP's annual budget to meet Program's goals and objectives.
7. Reviews consumer case files to ensure compliance with Federal regulations and maintains procedures and policies for program according to federal, state and tribal regulations.
8. Researches outside funding resources and contracts for program expansion to improve vocational rehabilitation services to consumers and other related community services.