



JOB NOTICE

Date Posted: July 26, 2019

Date closed: August 8, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, preferably with completed application to:
HR Box-VR Case Coordinator, COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio
44502.

Department: Workforce Development

Title: VR Contract Case Coordinator

Salary \$: Full time; exempt

Shift: Day turn; Monday through Friday

General Duties:

1. Manages caseload to assure timely service provision and status movement based on the individual needs of eligible people with disabilities.
2. Obtains collateral information in an effort to determine eligibility of people with disabilities for services.
3. Provides information concerning rights, federal and state regulations, agency policies and procedures, confidentiality, comparable benefits and community resources.
4. Obtains necessary diagnostic information, interprets diagnostic information, consults with other professionals concerning consumer needs/issues.
5. Helps educate people with disabilities and their families concerning disability and self-awareness of strengths and limitations based on diagnostic assessment which will aid the client in vocational goal identification.
6. Assists people with disabilities, either directly or indirectly to recognize environmental influences (e.g. family, labor market, transportation, social attitudes) and work incentives that affect the rehabilitation of people with disabilities.
7. Develops Comprehensive Vocational Assessments and Individual Plans for Employment based on outcomes of counseling and assessment activities.

8. Initiates the program and monitors ongoing progress; coordinates employment services to include preparing and assisting eligible people with job search, the utilization of community resources, marketing and consulting with employers, and determining the need and arranging for assistive devices/job modifications/job coaching.
9. Assures satisfactory work performance and the suitability of the job match after job placement and helps determine the need for further services.
10. Maintains case records according to agency policy and federal and state regulations, documents progress in each case, including counselor-consumer feedback regarding service delivery.
11. Monitors progress of project outcomes.
12. Serves as vocational rehabilitation consultant to the community at large while developing resources for rehabilitation purposes as necessary.

QUALIFICATIONS FOR JOB:

Education/Experience: Bachelor's Degree in related field (rehabilitation counseling, counseling, social work, psychology, sociology, special education, rehabilitation teaching) is required. Two years' experience in vocational rehabilitation is preferred.

Technology: Must have working knowledge and experience in use of word and data based software. Must have good math and calculating skills

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; TB test; First Aid/CPR. Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/ Human Relations Skills: Ability to negotiating and promote employment opportunities with employers. Working knowledge of community employment resources and job market. Possess the ability to work independently. Strong oral and written communication and organizational skills. Must be flexible in work day functions to meet the needs of clients. Strong desire and ability to work as a team member.

Exempt: Not eligible for over time.