



JOB NOTICE

Date Posted: August 27, 2020

Date closed: September 10, 2020

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 Case Coordinator

Salary \$: Full time; exempt - Comprehensive Benefits Plan

Shift: Day turn; Monday through Friday

General Duties:

1. Maintains a VR caseload as outlined in the OOD VR contract requirements. For each participant, obtains existing relevant community diagnostic information or purchases additional diagnostic assessments when need for plan development. Interprets such diagnostic information and consults with other relevant professionals concerning participant needs/issues.
2. Is aware of and actively seeks community resources as needed to meet the needs of participants. Serves as a vocational rehabilitation consultant to the community at large during outreach events.
3. Counsels participants and their families concerning disability and self-awareness of strengths and limitations based on the diagnostic assessments which will aid the client in vocational goal identification. Assists participants, either directly or indirectly, to recognize possible environmental influences that affect working (e.g. family, labor market, transportation, social attitudes, work incentives). Provides support to help participants gain insight into perceptions, emotions and behaviors which have vocational and independent living relevance.
4. Assists individuals with disabilities, either directly or indirectly, in modifying life activities to accommodate functional limitations (e.g. ADL skills, mobility issues and communication skills). Provides information concerning rights, federal and state regulations, agency policies and procedures, confidentiality, comparable benefits, community resources and the OOD Client Assistance Program (CAP).
5. Develops Comprehensive Vocational Assessments and Individual Plans for Employment (IPE) based on outcomes of counseling and assessment activities; initiates the plan and monitors ongoing progress; coordinates placement or job retention services to include preparing and assisting eligible participants with job search, the utilization of community resources, marketing of and consulting with employers, and determining the need for and arrangement of assistive devices/job modifications/job coaching;

counsels eligible participants after job placement to assure satisfactory work performance including the suitability of job match and the need for further services.

6. Manages assigned caseload to assure timely service provision and status movement based on the individual needs of eligible participants and OOD guidelines; maintains case records according to OOD policy and procedures, documents progress in each case, including counselor-consumer feedback regarding service delivery.
7. Completes purchase authorizations for case rehabilitation services in a timely and appropriate manner per OOD policies and procedures. Monitors the outstanding authorizations making sure providers are contacted and reminded of OOD payment regulations. Also, monitors total OOD contract case service budget and cancel down or void case service fee authorizations as needed when services are not provided within authorization timeframe or service will not be provided.
8. Cognizant of OOD contract and individual coordinator outcome measures and meets/exceeds these monthly and yearly outcome expectations. Is familiar with and adheres to OOD policies and procedures, including the AWARE manual.

QUALIFICATIONS FOR JOB:

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

Technology: Proficient computer skills in Microsoft Word, Excel, Outlook and Google. Experience working with data based software. Internet skills to research available job positions. Familiarity with holding meetings via virtual platforms such as Google Meet, Zoom, Teams, etc. 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.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans