



STATE OF IDAHO
invites applications for the position of:

Assistant Regional Manager

SALARY: \$29.00 - \$31.00 Hourly
DEPARTMENT: Division of Vocational Rehabilitation
OPENING DATE: 12/08/21
CLOSING DATE: 01/09/22 11:59 PM
DESCRIPTION:



Exciting new hire bonus opportunity!*

- \$2500 Sign-on Bonus paid with second paycheck
- \$2500 Recruitment Bonus paid after 1040 hours (probationary period) and a rating of "Achieves Performance Standards" on probationary evaluation with 1 year service commitment
- \$2500 after 2080 hours (one year) and satisfactory performance with 1 year service commitment

* Current employees of the State of Idaho are not eligible

Excellent Benefits Package including:

- 4+ weeks of vacation (time accrued each pay period available to use following pay period)
- 11 paid holidays
- Medical, Dental, and Vision coverage effective 1st of month following date of hire
- Defined Benefit Pension Plan – vesting after 5 years

POSITION PURPOSE: The position of Assistant Regional Manager (ARM) is a permanent management level position. The ARM reports directly to the Regional Manager and is responsible for performing some or all of the duties of the Regional Manager in his or her absence or at their direction. The position will be the lead trainer for the region and have an active caseload. Caseload performance expectations for this position will be approximately 50% of a typical Senior VRC position for that region.

The ARM is a management level position that assists the RM with various supervision duties and coordinates with Administration and HR when appropriate. The position may take on additional caseload duties when positions are vacant; serve as the trainer to other staff (specifically new staff); and assists RM with staff development through training or other activities. ARMs have the ability to approve their own eligibilities, individual plans for employment (IPE) and case closures. In addition, they assist the RM with reviewing and approving eligibilities, IPE and case closures for those employees who are restricted in this ability. At the direction of or in the RM's absence, the ARM may approve exceptions.

POSITION LOCATION: The position will be located in the Pocatello office with coverage of the Blackfoot office.

How to Apply:

Click on the green "Apply" button above to apply in the system. Ensure your profile, including your resume, is up to date. Please ensure the following are attached:

- College transcripts supporting your degree.
- Current resume.
- Copy of any current certifications or licenses.

Special Notification: *This position is exempt from classified state service and the Rules of the Division of Human Resources and the Idaho Personnel Commission.*

EXAMPLE OF DUTIES:

Assistant Regional Managers carry a reduced general caseload, have the primary responsibility for staff training in their region, and act as back-up to the Regional Manager.

DUTIES AND RESPONSIBILITIES:

Includes but are not limited to the following Management Duties as outlined:

- Train staff on Agency policies, procedures and business rules as directed by RM.
- Consult with RM, Administration and HR on personnel matters.
- Provide Supervision to regional staff in the absence of the RM.
- Conduct Informal Reviews in the absence of the RM.
- Conduct case reviews for compliance and quality assurance.
- Review and Approve or Deny leave requests in the absence of the RM.
- Participate in management projects and or meetings as needed.
- Participate in the hiring process for VRCs and VRAs.
- Be available for consultation for case service delivery to regional staff.
- Monitors activities of daily operations in regional and sub offices in the absence of the RM.
- Fiscal monitoring within region.
- Provide Performance Management as directed.
- Conduct Performance Evaluations in regional manager absence.
- Resource to answer questions or inquiries from the community.
- Provides training on business engagement activities and coordinates with community partners.
- Participates in business engagement activities.
- Assists regional manager in development, implementation, and monitoring of annual regional business engagement plans and activities.

The position performs Senior VRC duties as outlined:

- Conducts initial intake interviews with participants for the purpose of establishing positive working relationships.
- Explains participant rights and responsibilities and provides information regarding the vocational rehabilitation program and processes.
- Collects and analyzes information obtained from participant interviews, educational and medical records, consultation with other professionals and diagnostic evaluations to assess participant's abilities and needs and determines eligibility for services.
- Arranges for evaluations and standardized testing (to include but not limited to) physical, psychological, neuropsychological, academic and vocational in order to obtain pertinent information to assess participants needs and develop rehabilitation plans.
- Assists participants in becoming actively engaged in their rehabilitation plans and supports them in making meaningful and informed choices about the selection of vocational goals and other rehabilitation services.
- Utilizes and applies professional counseling techniques to assist participants with vocational, personal and psychological adjustments throughout the rehabilitation process.
- Plans and arranges for courses of study or training and monitors participants training programs.
- Analyzes participant's finances to determine their ability to invest in their rehabilitation plans.
- Identifies barriers to participants employment (to include but not limited to) inaccessible work sites, inflexible schedules, medical, psychological and transportation issues and works with them to develop strategies to overcome these barriers such as finding resources and coordinating needed services.
- Contacts and develops relationships with employers in order to provide employment opportunities and placements for participants.
- Provides counseling and guidance to participants in the establishment of small business enterprises and monitors the selection and financing of business needs.
- Develops and maintains an on-going referral system with other public and private entities.
- Evaluates participant progress and makes modifications to the IPE when necessary.
- Provides post employment services to assist participants in maintaining their employment.
- Markets vocational programs and acts as a liaison with public and private entities.
- Prepares and maintains records and case files, including documentation such as participants personal and eligibility information, services provided, medical records, narratives of participant contacts and other relevant correspondence.
- Ensures appropriate and prudent stewardship of public funds by utilizing comparable benefits, analyzing a participant's financial resources, following state procurement policies and securing Social Security Administration (SSA) reimbursements when applicable.
- Authorizes and monitors caseload fiscal expenditures.
- Negotiates and meets assigned performance goals.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from a program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) with a Master's Degree in Rehabilitation Counseling **and** a current

Certified Rehabilitation Counselor (CRC) designation obtained through the Commission on Rehabilitation Counselor Certification (CRCC)

OR

- Bachelor's degree or Master's Degree in a related field **and** a current CRC designation issued by the CRCC
- Minimum of two (2) years successful performance as a VRC
- Experience with interviewing staff, gathering, assembling, correlating and analyzing facts, devising solutions to problems, writing complex and concise reports, and evaluating policies and procedures
- Experience with budgeting and monitoring expenditures
- Demonstrated leadership skills in current position

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND ABILITIES: Include but are not limited to the following:

- Knowledge and ability to apply theories and techniques of counseling throughout the rehabilitation process.
- Knowledge of human behavior and performance; individual differences in abilities, personality and interests; learning and motivation; and cultural differences.
- Knowledge of interviewing, occupational testing and the evaluation of personal traits.
- Ability to detect and understand the relationship of mental or physical disabilities upon vocational and social adjustment.
- Ability to establish and maintain positive working relationships with participants, coworkers, managers and others.
- Ability to assist, persuade and motivate participants to make appropriate vocational choices and to take an active role in the attainment of their vocational goals.
- Ability to manage a full caseload of participants independently and to make accurate and empathetic decisions concerning rehabilitation plan development and implementation.
- Ability to work compatibly in a team environment.
- Ability to elicit personal sensitive information in order to identify vocational barriers.
- Knowledge of community resources available to increase participant's employability.
- Extensive knowledge of coordination with partners for business engagement activities.
- Ability to provide direction and guidance to staff within the regional structure.
- Knowledgeable in Applicable Federal and State laws.
- Knowledgeable in Adult learning and training styles.
- Excellent verbal, written communication and interpersonal skills.

We are also currently recruiting for Vocational Rehabilitation Counselor/Sr. Vocational Rehabilitation Counselor positions. If you meet the qualifications for the Vocational Rehabilitation Counselor/Sr. Vocational Rehabilitation Counselor, please click [HERE](#) to view and apply for those positions.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263. Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #11893
ASSISTANT REGIONAL MANAGER
RF

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