



STATE OF IDAHO  
invites applications for the position of:

## Vocational Rehabilitation Counselor/Sr. Vocational Rehabilitation Counselor

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**SALARY:** \$24.09 - \$29.00 Hourly  
**DEPARTMENT:** Division of Vocational Rehabilitation  
**OPENING DATE:** 12/10/21  
**CLOSING DATE:** 01/09/22 11:59 PM  
**DESCRIPTION:**



The Idaho Division of Vocational Rehabilitation is currently seeking  
*Qualified Rehabilitation Professionals* in a number of locations.

**NOTE:** Qualified Rehabilitation Professionals in our agency must have either their CRC, LPC, LCPC, LCSW or be CRC test-eligible with Masters degree already attained.

**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

These positions may serve a general caseload or provide

## **pre-employment transition services to a school-age student caseload.**

### **EXAMPLE OF DUTIES:**

- Conducts initial intake interviews with participants for the purpose of obtaining information and 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 participants' abilities and needs and determines eligibility for services.
- Arranges for evaluations and standardized testing including physical, psychological, neuropsychological, academic and vocational testing in order to obtain pertinent information to assess participant's needs and to develop their rehabilitation plans.
- Assists participants in becoming actively engaged in their rehabilitation plans and supports them in making meaningful and informed choices regarding 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 participant's training program when applicable.
- Analyzes participant's finances to determine their ability to invest in their rehabilitation plan.
- Identifies barriers to participant's employment including inaccessible work sites, inflexible schedules 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.
- Markets vocational programs and acts as a liaison with public and private entities.
- Prepares and maintains records and case files, including documentation such as participant's 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:**

#### **Minimum Qualifications for Vocational Rehabilitation Counselor:**

- A Master’s Degree in Rehabilitation Counseling from a Council for Accreditation of Counseling and Related Educational Programs (CACREP) accredited program **AND** CRC test-eligible or current CRC designation issued by the CRCC; **OR**
- Current LPC (Licensed Professional Counselor) or LCPC (Licensed Clinical Professional Counselor) or LCSW (Licensed Clinical Social worker) designation issued by the Idaho Division of Occupational and Professional Licensing (DOPL). A CRC designation is preferred.

**Minimum Qualifications for Sr. Vocational Rehabilitation Counselor:**

- A Master’s Degree in Rehabilitation Counseling from a Council for Accreditation of Counseling and Related Educational Programs (CACREP) accredited program **and** CRC designation issued by the CRCC are required.

Position level and salary offered will depend on qualifications and experience.

**Travel:**

**Travel is required; valid driver’s license.** This position requires travel, with some overnight stays. You must have a valid driver’s license.

**SUPPLEMENTAL INFORMATION:**

**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.

This position is non-classified and exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**We are also currently recruiting for an Assistant Regional Manager position. To see if you meet the qualifications for the Assistant Regional Manager, please click HERE to view and apply for this position.**

**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.**

***Thank you for your interest in employment with the Idaho Division of Vocational Rehabilitation! Join us and help make a difference!***

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

Position #11891  
VOCATIONAL REHABILITATION COUNSELOR/SR.  
VOCATIONAL REHABILITATION COUNSELOR

304 North 8<sup>th</sup> Street

RF

Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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## **Vocational Rehabilitation Counselor/Sr. Vocational Rehabilitation Counselor Supplemental Questionnaire**

\* 1. A resume, college transcripts supporting your degree, and copy of any Current Certifications or Licenses are required material to apply for this position. Did you attach it to your applicant profile?

Yes

No

\* 2. Please select the locations in which you would be willing to work.

Coeur d'Alene

Lewiston

Pocatello

Idaho Falls

Nampa

\* Required Question