

JOB NOTICE

Compass Family and Community Services
535 Marmion Avenue
Youngstown, Ohio 44502

Date Posted: 12/19/14

Closing Date: 1/2/15 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, to Personnel: Box VRP3, Compass Family and Community Services, Inc., 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Center for Workforce Development

Title: VRP3 Case Coordinator

Salary \$: Full time, pay rate negotiable depending on experience.

General Duties:

1. Conducts initial interviews and obtains and interprets necessary diagnostic information (i.e. psychological, medical, etc.) for individuals with primarily mental health disabilities. Prepares documents to determine possible eligibility for vocational rehabilitation services provided by Opportunities for Ohioans with Disabilities (OOD) an agency of the state of Ohio.
2. Provides information concerning rights, federal and state regulations, agency policies and procedures, confidentiality, comparable benefits, community resources and the OOD Client Assistance Program
3. Consults with other professionals concerning each individual's needs/issues, counsels individuals with disabilities and their families concerning disability and self-awareness of strengths and limitations based on the diagnostic assessment.
4. Develops Comprehensive Vocational Assessments and Individual Plans for Employment, following OOD guidelines, based on outcomes of counseling and assessment activities for each individual found eligible for OOD services; initiates the program and monitors ongoing progress; refers and coordinates consumer services such as job placement and job retention services.
5. Prepares fiscal authorizations to service providers to purchase needed services for eligible individuals and evaluates invoices received for accuracy.
6. Manages caseload of 80 consumers to assure timely service provision and status movement based on the individual needs of eligible individuals; maintains case records according to OOD policy and federal and state regulations.
7. Serves as vocational rehabilitation consultant to the community at large. Works together with program director to develop and implement proactive recruiting strategies (including print, online, and social media) that maximize ability to attract and register qualified participants.

Qualifications:

Education/Experience: Bachelor's Degree in related field (rehabilitation counseling, counseling, social work, psychology, sociology, special education, rehabilitation teaching) is required. Two years experience preferably in vocational rehabilitation. 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; Clear driving record; TB Test, First Aid/CPR

Personal: Skill in negotiating with employers regarding employment opportunities, knowledge of community employment resources and job market, ability to work independently. Oral and written communication skills, organizational skills and flexibility. Ability to work as a team member.

Physical Demands of Job: Ability to cope with potentially stressful situations.

Exempt: Not eligible for over time.