



CAREER OPPORTUNITY

State of Hawaii, Department of Human Services
1390 Miller Street Honolulu, Hawaii 96813



Opening Date:
August 30, 2016
(Revised January 1, 2017)

03201-5:112213:13

Continuous Recruitment Until Needs Are Met

VOCATIONAL REHABILITATION SPECIALIST V - DHS RECRUITMENT NO. 16-04 (STATE PLAN COUNSELOR) DOWNTOWN, OAHU EMPLOYMENT ONLY

\$4,764.00 - \$5,572.00 (SR-24, Step C to G) per month*

*Note: Hiring Rates will be based on availability of funds,
the applicant's qualifications and other relevant factors

JOB DUTIES:

Conducts statewide planning, development, and evaluation for coordination of comprehensive services for eligible individuals who are deaf, hard of hearing, and deaf-blind, as the division's State Coordinator in Deafness and Deafness Blindness, and coordinates statewide planning, development and evaluation for the division's training and staff development program.

MINIMUM QUALIFICATION REQUIREMENTS:

Education Requirement:

Bachelor's degree from an accredited college or university.

General Experience:

One (1) year of progressively responsible professional experience which has provided a general knowledge of training practices, techniques and requirements in one or more occupations. This experience must have involved the application of two (2) or more of the following kinds of knowledge and skills:

1. Interviewing techniques;
2. Knowledge of various occupations and their requirements;
3. Social casework techniques;
4. Knowledge of the causes and problems of persons with physical and mental disabilities;
5. Counseling and/or guidance; and
6. Tests and measurements.

Specialized Experience:

Three (3) years of experience in one or a combination of the following types of professional experience:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Development work in programs of vocational rehabilitation located in an educational institution, government, business, or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training and placement of persons with disabilities into gainful employment.

One (1) year of the Specialized Experience must be equivalent to the Vocational Rehabilitation Specialist (VRS) III or IV level in State government. Such experience must have demonstrated the ability to independently develop training programs for persons with the most severe disabilities, to assist them in adjusting to the training program and/or work situation, and to place them in gainful employment. This level of experience must have provided the applicant with substantial knowledge of mental and physical diseases and disabilities in terms of the practical effects such disabilities have in placing the individual in employment.

Additional Requirements:

In addition to meeting the above requirements, an applicant's must possess the following:

Knowledge of Deafness:

At least one (1) year of professional work experience which provided knowledge of the causes and treatments of deafness; hearing loss and/or deaf-blindness; psychosocial and cognitive influences of deafness, hearing loss and/or deaf-blindness, pre- and post-lingual onset; educational aspects of mainstreaming and transitioning for independent functioning in the community; dynamics of the community; its perceptions and misconceptions, and its influence on persons who are deaf, hard of hearing and/or deaf-blind, language and communication concerns of persons who are deaf, hard of hearing and/or deaf-blind; community resources and their availability and ability to meet the needs of persons who are deaf, hard of hearing, and/or deaf-blind; physical and interpersonal accommodation and assistive devices available to meet the needs of persons who are deaf, hard of hearing and/or deaf-blind at school, work and home; and ability to communicate and work cooperatively with persons who are deaf, hard of hearing and/or deaf-blind, and community agencies on behalf of persons who are deaf, hard of hearing and/or deaf-blind; plan and implement services for persons who are deaf, hard of hearing and/or deaf-blind; plan and implement services for persons who are deaf, hard of hearing and/or deaf-blind; and educate community service providers and other groups on the concerns of persons who are deaf, hard of hearing and/or deaf-blind, and the availability of resources, services and treatment. *Such experience may have been gained concurrently or separately in meeting the minimum qualification requirements for the class Vocational Rehabilitation Specialist V.*

American Sign Language

In addition, the applicant must possess the ability to communicate effectively with deaf persons by use of American Sign Language (ASL). Such an ability may be demonstrated either by experience with hearing-impaired persons which demonstrated knowledge of and ability to communicate with deaf persons using ASL or formal training in ASL communication.

SUBSTITUTIONS ALLOWED:

1. Four (4) years of excess progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the bachelor's degree. To be acceptable, the experience must have been of such scope, level and quality as to assure possession of comparable knowledge, skills and abilities. The experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.
2. Possession of a master's degree with specialization in rehabilitation counseling from an accredited college or university whose program is accredited by the Council on Rehabilitation Education (CORE) and included successful completion of practicum and/or internship in vocational rehabilitation counseling, or possession of a comparable master's degree, may be substituted for one (1) year of General Experience and one (1) year of Specialized Experience.
3. A master's degree from an accredited college or university in social work, psychology, counseling and guidance or a related field which does not include the specialization in rehabilitation counseling may be substituted for one (1) year of General Experience.
4. Successful completion of graduate level coursework from an accredited college or university which included courses in psychology, counseling and guidance, or related fields may be substituted for the General Experience on the basis of fifteen (15) semester credit hours for six (6) months of General Experience.
5. Successful completion of graduate level coursework from an accredited college or university which covered topics pertinent to vocational rehabilitation counseling may be substituted for the Specialized Experience on the basis of fifteen (15) semester credit hours for a maximum of (6) months of Specialized Experience.
6. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.
7. A master's degree from an accredited college or university in Rehabilitation Counseling with specialization in deafness may be substituted for the one (1) year of work experience which provided the knowledge and abilities described under Knowledge of Deafness. This degree may not, however, substitute for experience comparable to the Vocational Rehabilitation Specialist III or IV in State service, required to meet the minimum qualification requirements for the class Vocational Rehabilitation Specialist V.

8. A master's degree from an accredited college or university in Specialist Education with specialization in deafness may be substituted for the one (1) year of work experience which provided the knowledge and abilities described under *Knowledge of Deafness*. This degree may not, however, substitute for experience comparable to the class VRS III or IV in State service, required to meet the minimum qualification requirements for the VRS V.

HOW TO APPLY:

Applications are available at the Department of Human Services (DHS) - Personnel Office or at <http://humanservices.hawaii.gov/employment-opportunities/>.

1. Complete and return all forms to the Department of Human Services - Personnel Office, 1390 Miller Street, Room 202, Honolulu, Hawaii 96813. Your application may be rejected if the required documentation as identified below is not submitted at the time of application. A legible photocopy of your application with current information and an **original signature** will be accepted.

REQUIRED FORMS/DOCUMENTATION:

You must submit the following forms/documentation together with your application or your application may be rejected:

1. Evidence of the appropriate training (e.g. transcripts or diploma) to be given credit for education. A photocopy will be accepted; however, DHS reserves the right to request for an official copy.
2. The Supplemental Form for the Vocational Rehabilitation Specialist V.

NOTIFICATION TO APPLICANTS:

The Department of Human Services will use electronic mail (email) or notify applicants in writing of important information relating to the status and processing of your application as a part of our ongoing efforts to increase operational efficiency, promote conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive or check your email-box in a timely manner.

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

TESTING INFORMATION:

The examination for this recruitment will be conducted on an unassembled basis, where the examination score is based on an evaluation and rating of your education and experience. It is, therefore, important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing is a requirement, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this required phase of the selection process.

Applicants are encouraged to submit their applications as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours you worked per week.

NOTE: The Department of Human Services will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

HOW TO FILE: Applications should be submitted in person or by mail to:

Department of Human Services
1390 Miller Street, Room 202
Honolulu, Hawaii 96813

Or by mail to:

Department of Human Services
P.O. Box 339
Honolulu, Hawaii 96809-0339

WHEN TO FILE: File applications immediately. Mailed applications and supplemental materials should be postmarked by midnight of the last day to file applications. For positions indicating *Continuous Recruitment Until Needs Are Met*, the last day to file applications will be posted in the Personnel Office at the address listed above.

An Equal Opportunity Employer