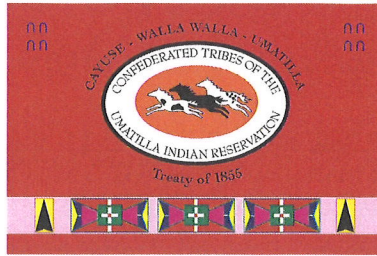


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Vocational Rehabilitation (VR) Specialist

SALARY: Pay Range: 6
\$39,228.48 - \$48,067.50 Annual
DOE/DOQ

DEPARTMENT: Human Resources /Tribal Vocational Rehabilitation (TVR)

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon,
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Non-Exempt
Extensive Background check required
Covered Status
This is a grant funded position and is contingent upon grant funding.

SUPERVISED BY: Program Manager

OPENING DATE: March 3, 2025

CLOSING DATE: Open until filled; review of complete applications on **March 17th 2025**

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Provides services to the eligible Federally Recognized Native Americans with disabilities in our local Service Delivery Area for the purpose of rehabilitation counseling and guidance reaching individualized set goals through Individual Plans of Employment into integrated employment outcomes.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

60%: Determines client eligibility and case management for VR Program

- Responsible for data input and case management in AWARE Client Information System by accurately entering and updating client information into the databases.
- Maintains client records in a safe, secure, and confidential manner.
- Maintains strict confidentiality following Rehabilitation Service Administration guidelines
- Maintains Program files and records relating to program administration and grant compliance.
- Follows federal regulations concerning program acquisitions, inventory and property management.
- Coordinates Program client referrals, including documenting requests for services, assisting walk-ins, and over-the-phone requests for services, and coordinating referrals from other agencies.
- Assists clients with completing Program intake and application forms.
- Provides new clients with information about Tribal Vocational Rehabilitation (TVR) Program services and activities.
- Schedules clients for follow-up activities with appropriate Programs staff.
- Works closely with program manager and case manager regarding decisions of client service delivery.
- Provides administrative support or training with Program Manager and staff, including Finding Your Inner Balance and other employment related workshops and outreach activities
- Maintains a lot of daily appointments.
- Maintains a positive and helpful relationship with clients, Tribal staff, local, state and federal partners/ stakeholders, and employers.
- Creates, maintains, and updates all client forms and documentation as required.
- Performs a variety of other duties as assigned by supervisor.
- Must be competent in Tribal, State and Federal regulations and law as they apply to American Disabilities Act (ADA) and Vocational Rehabilitation

20%: Counseling and Guidance

1. Coordinate with Case Manager or Program Manager on Development of IEP and follow up.
2. Coordinates assessment testing.
3. Attends meetings and provides reports to Program Manager
4. Establish and maintain contact information of local tribal, state and federal resources.

10% Maintains proper documented client files within established timelines

1. Program application.
2. Releases of Information (ROI)
3. Medical documentation to support disability.
4. Eligibility documentation to support disability.
5. IPE-Individual Plan of Employment.
6. Case notes to support service delivery.
7. Must have knowledge of ADA, compliance guidelines and allowable cost for service delivery to maintain federal grant requirements.

8. Schedules clients for follow-up activities with appropriate, Partners and Program staff may include employer.
9. Records retention, report writing, and accurate documentation required.
10. Must be able to establish and maintain effective working relationships with others.

10% Additional Functions

1. Provides appropriate referrals for disabled members. (Non-eligible)
2. Participates in webinars, trainings to improve service to disabled.
3. Attends rehabilitation training/courses (local, state and national).
4. Requires ability to work as part of a team and independently.
5. Knowledge of and sensitivity to Native American culture required.
6. Must be able to use judgment in the analysis of facts and circumstances surrounding individual problems or transactions in determining actions to be taken within the limits of Employment Services policies and procedures.
7. Must have excellent interpersonal skills due to the high level of customer contact and skill in conflict resolution techniques.
8. Must have knowledge of solution-based practices.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

TVR program areas containing sensitive documentation and material such as client records in AWARE and program locked cabinets during the proper performance of duties.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Associate's Degree in Human Services field and 2 years administrative or intensive case management, working with disabilities preferred. **OR**
2. High school Diploma /GED and combination or three (3) years of administrative related experience and two (2) years working with disabilities **OR**
3. High School /GED minimum of three (3) years working with disabilities programs and one (2) year Equivalent combination of administrative related education, training and experience.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Must have the ability and interest to greet the public and handle difficult situations on and off the phone in a professional and courteous manner. Including the ability to work with angry or disgruntled clients in a cooperative and effective manner.
6. Must maintain strict confidentiality at all times.
7. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
8. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.

9. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook and Adobe. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
10. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
11. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
12. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
13. A test may be administered immediately following the interview appointment.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 5- 40 pounds Ability to lift up to 40 lbs. for records or other material in storage containers/totes/boxes, overhead.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe (if applicable).
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214 (if applicable).

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing & Recruitment Specialist

03/03/2025

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date