



JOB DESCRIPTION

JOB TITLE: Diagnostic Vocational Evaluator Supervisor (CRC)

PROGRAM/DEPARTMENT: Workforce Development

JOB LOCATION: 151 Lawrence Street

WORK HOURS: Full time. M-F 8:30 AM-4:30PM

REPORTS TO: Division Director of Community Supports/Workforce Development.

Responsibilities:

Oversees the day-to-day operation of the D.V.E. unit and provides regular supervision to vocational evaluation supervisee, Work Readiness Skills Trainer, Operations Clerk and student interns.

- Reviews vocational evaluation cases and distributes caseload.
- Conducts orientation for new D.V.E. consumers covering services to be provided, program rules and regulations, and consumer rights and responsibilities.
- Plans the vocational evaluation process in collaboration with the consumer and provides feedback and vocational counseling.
- Assesses abilities, interests, learning styles, work personality traits, and aptitudes through the use of standardized work samples, pencil and paper tests, and computerized assessments.
- Assesses and records consumer behavioral observations, work skills and habits including motivation, attitude, frustration tolerance, relationship with staff and peers, learning and retention ability, communication skills, and attendance and punctuality etc.
- Analyzes, synthesizes, and reports information obtained through the evaluation process to make appropriate recommendations for vocational planning and completes D.V.E. report within required time frame.
- Requests feedback from placement staff to gather labor market information as it relates to the consumer's interests.
- Presents evaluation findings in staff case conference and meets with referral sources, families, and other service providers to discuss and implement evaluation findings.
- Does inventory of assessment tools and recommends changes/additions to meet the needs of the consumers served.
- Reviews evaluation cases and follows up with recommendations.
- Completes comprehensive D.V.E report and submits to referral source.
- Reviews D.V.E. referrals prior to intake interview.
- Oversees D.V.E. and Work Readiness program statistical information for correctness.
- Maintains daily attendance for records D.V.E. and Work Readiness Program.

Requirements:

- Master's Degree in vocational rehabilitation or related area and one year of experience in vocational rehabilitation or other suitable fields **OR** Bachelor's Degree and three years of appropriate experience in services to individuals with disabilities.
- Must have at least 2 years plus in a Supervisory role.

EQUAL OPPORTUNITY EMPLOYER



- Current Certified Rehabilitation Counselor credentials from the Commission on Certified Rehabilitation Counselor Certification.
- Knowledge of vocational systems and valid testing procedures required as well as knowledge of the labor market and world of work.
- Able to work in collaboration with Division Director, program staff, and outside sources.
- Ability to be patient and sensitive to individuals with disabilities.
- Good organization and time management skills.
- Highly organized and detail-oriented.
- Excellent oral, written and interpersonal communication skills.
- Must be computer literate with a working knowledge of MS Word and MS Excel

Contact:

Send e-mail and cover letter to
Rose Sauls, Division Director
rsauls@wearebcs.org