



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
VOCATIONAL REHABILITATION COUNSELOR
(LEVEL I)

(Position Code No. 3.330)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Director

ANTHONY C. BLAZ
Deputy Director

ANNOUNCEMENT NO:

DOA106-12

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

JULY 16, 2012 - CONTINUOUS

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A
PROM: K-1; \$24,656 P/A - K-20; \$52,170 P/A

WHO CAN APPLY

Open to government of Guam employees and the public. (However, be advised that pursuant to government reorganization and layoff efforts, displaced employees who are qualified will have priority consideration for any vacancies for this position).

QUALIFICATION REQUIREMENTS

Graduation from a recognized college or university with a Bachelor's degree in rehabilitation, special education, guidance and counseling, psychology, sociology, or related field.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resources Manager.

PROHIBITION PURSUANT TO P.L. 28-98

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

SUITABILITY DETERMINATION FORM

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

POLICE & COURT CLEARANCE REQUIREMENTS.

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

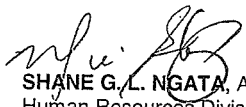
Performs entry level, routine professional rehabilitation counseling work.

ILLUSTRATIVE EXAMPLES OF WORK

Counsels persons with disabilities and their families to identify and resolve problems; interviews applicants; arranges for medical and psychological evaluations, vocational testing and/or work evaluation. Administers and interprets standard psychological tests; determines applicant eligibility for rehabilitation services; plans individualized vocational rehabilitation programs. Coordinates client training; provides support and direction during the rehabilitation process. Aids clients in securing employment consistent with their capabilities; conducts periodic visits with clients to report on their progress. Attends meetings, seminars and training sessions. Maintains records and prepares reports. Performs related duties as required.

VOCATIONAL REHABILITATION COUNSELOR (LEVEL I)

KNOWLEDGE, ABILITIES & SKILLS	Knowledge of the goals and objectives of vocational rehabilitation. Ability to learn interpret and apply pertinent laws, regulations, policies, and other program guidelines. Ability to counsel persons with disabilities. Ability to administer vocational testing. Ability to analyze data and situations accurately. Ability to develop and implement effective rehabilitation plans. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively. Willingness to pursue and earn a Master's degree in rehabilitation counseling and to obtain professional certification as a Rehabilitation Counselor (CRCC).
EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.
DOCUMENTATION REQUIREMENTS	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
DRUG SCREENING	Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WHERE TO APPLY	Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 8:00 a.m. -5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov . Also job applications can be download from http://www.gov.guamdocs.com/doa/index_doa.htm .

For: 
SHANE G.L. NGATA, Acting Manager
Human Resources Division

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
VOCATIONAL REHABILITATION COUNSELOR
(LEVEL II)
(Position Code No. 03.331)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Director

ANTHONY C. BLAZ
Deputy Director

ANNOUNCEMENT NO:

DOA107-12

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

JULY 16, 2012 - CONTINUOUS

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

WHO CAN APPLY

Open to government of Guam employees and the public. (However, be advised that pursuant to government reorganization and layoff efforts, displaced employees who are qualified will have priority consideration for any vacancies for this position).

QUALIFICATION REQUIREMENTS

Six months of experience as a Rehabilitation Counselor or equivalent and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, guidance and counseling, psychology, sociology, or closely related field plus 12 semester credit hours earned towards a Master's Degree in rehabilitation counseling; or

Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license may be required. **NOTE:** Level I incumbents shall be reclassified (promoted) to Level II upon meeting Level II minimum experience and training, and necessary special qualification requirements.

MINIMUM EDUCATIONAL REQUIREMENTS

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resources Manager.

PROHIBITION PURSUANT TO P.L. 28-98

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

SUITABILITY DETERMINATION FORM

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

POLICE & COURT CLEARANCE REQUIREMENTS.

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

Performs moderately complex professional rehabilitation counseling work.

VOCATIONAL REHABILITATION COUNSELOR (LEVEL II)

ILLUSTRATIVE EXAMPLES OF WORK

Conducts and/or coordinates educational or informational outreach programs to locate potential applicants for vocational rehabilitation services. Interviews applicants; arranges for medical diagnosis to determine the kind and extent of rehabilitation services; counsels clients and their families to identify and resolve problems. Administers and interprets a battery of psychological tests and determines applicant eligibility for rehabilitation services; consults with eligible clients and plans individualized vocational rehabilitation programs. Plans and coordinates client training; provides support and direction during the rehabilitation process. Places clients in jobs; conducts periodic visits with clients to report on their progress. Attends meetings, seminars and training sessions. Maintains records and prepares reports. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles, practices, and techniques of vocational counseling and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Knowledge of available community resources. Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Ability to administer vocational testing. Ability to analyze data and situations accurately. Ability to develop and implement effective rehabilitation plans. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively. Willingness to pursue and earn a Master's degree in rehabilitation counseling and to obtain professional certification as a Rehabilitation Counselor (CRCC).

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

EMPLOYMENT MEDICAL EXAMINATION

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.**

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

WORK ELIGIBILITY

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.

DRUG SCREENING


Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 8:00 a.m. -5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.gov.guamdocs.com/doa/index_doa.htm.

For: 
SHANE G. L. NGATA, Acting Manager
Human Resources Division

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DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
VOCATIONAL REHABILITATION COUNSELOR
(LEVEL III)
(Position Code No. 03.332)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Director

ANTHONY C. BLAZ
Deputy Director

ANNOUNCEMENT NO: DOA108-12

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD JULY 16, 2012 - CONTINUOUS

PAY GRADE: OPEN: M-1; \$28,678 P/A - M-10; \$43,018 P/A
PROM: M-1; \$28,678 P/A - M-20; \$60,681 P/A

WHO CAN APPLY

Open to government of Guam employees and the public. (However, be advised that pursuant to government reorganization and layoff efforts, displaced employees who are qualified will have priority consideration for any vacancies for this position).

QUALIFICATION REQUIREMENTS

One year of experience as a Rehabilitation counselor or equivalent and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, guidance and counseling, psychology, sociology, or closely related field plus 24 semester credit hours earned towards a Master's Degree in rehabilitation counseling; or Six months of experience as a Rehabilitation Counselor and graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship, plus enrollment in a Rehabilitation Counselor certification program.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license may be required. **NOTE:** Level II incumbents shall be reclassified (promoted) to Level III upon meeting Level III minimum experience and training, and necessary special qualification requirements.

MINIMUM EDUCATIONAL REQUIREMENTS

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resources Manager.

PROHIBITION PURSUANT TO P.L. 28-98

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

SUITABILITY DETERMINATION FORM

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

POLICE & COURT CLEARANCE REQUIREMENTS.

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

Performs moderately complex professional rehabilitation counseling work.

VOCATIONAL REHABILITATION COUNSELOR (LEVEL III)

ILLUSTRATIVE EXAMPLES OF WORK

Counsels eligible clients toward employment based on an assessment of interest, values, capabilities, and vocational impediments using mutually agreed upon vocational goals; counsels clients and their families concerning disability and self-awareness; assists clients to gain insight into perceptions, emotions and behaviors which have vocational relevance; provides information concerning client rights, federal and local regulations, agency policies and procedures, confidentiality, comparable benefits, community resources, and programs. Obtains necessary diagnostic information; consults with other professionals concerning consumer needs or issues; determines eligibility for services; develops individual rehabilitation programs based on outcomes of counseling and assessment activities; determines client's need for financial assistance and provides the necessary maintenance and transportation allowances. Initiates rehabilitation program and monitors ongoing progress; coordinates placement or job retention activities to include preparing and assisting clients with job search, the utilization of community resources, marketing and consulting with employers, and determining the need and arranging for assistive devices or job modifications. Counsels clients after job placement to ensure satisfactory work performance and the suitability of job match. Manages caseload to ensure timely service provision; keeps appropriate case records and controls case service expenditures; prepares reports. May perform case service expenditures; prepares reports. May perform case finding and the development of referral and community sources. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles, practices, and techniques of vocational counseling and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Knowledge of available community resources. Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Ability to administer vocational testing. Ability to analyze data and situations accurately. Ability to develop and implement effective rehabilitation plans. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively. Willingness to pursue and earn a Master's degree in rehabilitation counseling and to obtain professional certification as a Rehabilitation Counselor (CRCC).

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position

EMPLOYMENT MEDICAL EXAMINATION

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.**

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

WORK ELIGIBILITY

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 8:00 a.m. -5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job application can be download from <http://www.govquamdcs.com/doa/index.doa.htm>.

For: 
SHANE G. L. NGATA, Acting Manager
Human Resources Division

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DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
VOCATIONAL REHABILITATION COUNSELOR
(LEVEL IV)
(Position Code No. 03.333)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Director

ANTHONY C. BLAZ
Deputy Director

ANNOUNCEMENT NO:

DOA109-12

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

JULY 16, 2012 - CONTINUOUS

PAY GRADE:

OPEN: N-1; \$31,064 P/A - N-10; \$46,596 P/A
PROM: N-1; \$31,064 P/A - N-20; \$65,728 P/A

WHO CAN APPLY

Open to government of Guam employees and the public. (However, be advised that pursuant to government reorganization and layoff efforts, displaced employees who are qualified will have priority consideration for any vacancies for this position).

QUALIFICATION REQUIREMENTS

One year of experience as a Rehabilitation Counselor or equivalent and graduation from a recognized college or university with a Master's degree in rehabilitation, counseling, including the completion of required internship; or any equivalent combination of experience and training beyond the Master's degree, which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC). Possession of a valid driver's license may be required. **NOTE:** Level III incumbents shall be reclassified (promoted) to Level IV upon meeting Level IV minimum experience and training, and necessary special qualification requirements.

PROHIBITION PURSUANT TO P.L. 28-98

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SUITABILITY DETERMINATION FORM

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POLICE & COURT CLEARANCE REQUIREMENTS.

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NATURE OF WORK

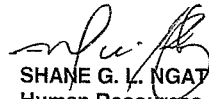
Performs complex professional rehabilitation counseling and evaluation work, including lead work.

ILLUSTRATIVE EXAMPLES OF WORK

Provides professional counseling and guidance services to clients in meeting problems of personal, social and vocational adjustment; assists and guides lower level Vocational Rehabilitation Counselors in counseling and evaluation activities. Reviews and evaluates case records; interprets and analyzes applicant total profile to determine the kind and extent of rehabilitation services; consults with psychiatrists and physicians regarding examination findings; plans and arranges for rehabilitation services. Confers with public and private employers to establish job opportunities for clients; aids clients in securing employment consistent with their capabilities; determines client's need for financial assistance and provides the necessary maintenance and transportation allowances. Provides program monitoring and consultation; manages caseload to ensure timely service provisions; keeps appropriate

VOCATIONAL REHABILITATION COUNSELOR (LEVEL IV)

	<p>case records and controls case service expenditures; holds progress conferences; make program revisions as necessary. Reviews and assesses clients who have been referred for vocational evaluation; orients clients to the evaluation process; determines need for additional diagnostic information; administers and/or develops work samples and situational assessments; prepares vocational evaluation reports. Teaches basic vocational skills and leads groups that are composed of individuals with vastly diverse cultural, educational emotional, physical and mental abilities and backgrounds; services as vocational rehabilitation consultant/trainer to the community at large. Maintains vocational evaluation equipment and supplies. Performs related duties as required.</p>
KNOWLEDGE, ABILITIES & SKILLS	<p>Knowledge of the principles, practices, and techniques of vocational counseling, evaluation, and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Knowledge of available community resources. Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Ability to understand the impact of diagnosis and to interpret diagnostic results. Ability to administer vocational testing. Ability to analyze data and situations accurately. Ability to develop and implement effective plans for vocational placement. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively. Ability to provide guidance and training.</p>
EXAMINATION REQUIREMENTS	<p>A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position</p>
EMPLOYMENT MEDICAL EXAMINATION	<p>All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.</p>
DOCUMENTATION REQUIREMENTS	<p>Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.</p>
INTERVIEWING PROCEDURES	<p>A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.</p>
WORK ELIGIBILITY	<p>When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.</p>
DRUG SCREENING	<p>Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.</p>
WHERE TO APPLY	<p>Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 8:00 a.m. -5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</p>
FOR MORE INFORMATION	<p>Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.gov.guamdocs.com/doa/index_doa.htm.</p>

For:  SHANE G. L. NGATA, Acting Manager
Human Resources Division

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
**VOCATIONAL REHABILITATION
COUNSELOR SUPERVISOR**

(Position Code No. 3.336)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Director

ANTHONY C. BLAZ
Deputy Director

ANNOUNCEMENT NO:

DOA110-12

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

July 16, 2012 - CONTINUOUS

PAY GRADE:

OPEN: P-1; \$36,850 P/A - P-10; \$55,274 P/A
PROM: P-1; \$36,850 P/A - P-20; \$77,969 P/A

WHO CAN APPLY

Open to government of Guam employees and the public. (However, be advised that pursuant to government reorganization and layoff efforts, displaced employees who are qualified will have priority consideration for any vacancies for this position).

*QUALIFICATION
REQUIREMENTS*

Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship and at least two years experience as a Vocational Rehabilitation Counselor (Level IV) or equivalent; or

Any equivalent combination of experience and training beyond the Master's degree, which provides the minimum knowledge, abilities and skills.

*NECESSARY SPECIAL
QUALIFICATIONS*

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC). Possession of a valid driver's license may be required.

*PROHIBITION
PURSUANT TO
P.L. 28-98*

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

*SUITABILITY
DETERMINATION
FORM*

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

*POLICE & COURT
CLEARANCE
REQUIREMENTS.*

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

Supervises vocational rehabilitation services for individuals with disabilities.

*ILLUSTRATIVE
EXAMPLES OF WORK*

Supervises rehabilitation counseling and evaluation services under the Division of Vocational Rehabilitation (DVR); plans, organizes, coordinates, and monitors counseling and evaluation activities so as to achieve established goals and objectives. Plans and implements specialized rehabilitation services or projects; develops and implements expanded opportunities for vocational training and placement. Confers and coordinates with physicians, hospital staff, and representatives of public and private agencies in determining feasibility for rehabilitation of clients and in carrying out rehabilitation plans; approves expenditures for planned rehabilitation services. Reviews and analyzes case records for accuracy and completeness; ensures appropriateness of specialized placement or vocational plans; monitors progress of clients in evaluation or training. Develops and coordinates program planning, evaluation, and training activities; attends conferences and professional meetings; provides direction, guidance, and counseling. Provides information or technical assistance to public and private agencies, institutions, and community groups concerning the rehabilitation program. Maintains records and prepares reports. Performs related duties as required.

VOCATIONAL REHABILITATION COUNSELOR SUPERVISOR

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles and practices of effective supervision. Knowledge of vocational rehabilitation programs and services. Knowledge of available community resources. Knowledge of laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Knowledge of the principles, practices, and techniques of vocational counseling, evaluation, and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Knowledge of occupational testing and placement. Ability to provide guidance and training. Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness and to recommend or implement changes to improve effectiveness. Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives. Ability to communicate effectively. Ability to understand the impact of diagnosis and to interpret diagnostic results. Ability to analyze data and situations accurately. Ability to develop and implement effective plans for vocational placement.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

EMPLOYMENT MEDICAL EXAMINATIONS

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.**

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

WORK ELIGIBILITY

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.

DRUG SCREENING

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This applies also to employees selected for Testing Designated Positions (TDP). Failure to submit to or pass such drug test shall be grounds for rescinding the offer of appointment.

WHERE TO APPLY

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DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
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JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
**VOCATIONAL REHABILITATION
ADMINISTRATOR**

(Position Code No. 3.336)

EDWARD J. B. CALVO
Governor of Guam

RAYMOND S. TENORIO
Lieutenant Governor

BENITA A. MANGLONA
Director

ANTHONY C. BLAZ
Deputy Director

ANNOUNCEMENT NO:

DOA111-12

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

JULY 16, 2012 - CONTINUOUS

PAY GRADE:

OPEN: R-1; \$44,242 P/A - R-10; \$66,364 P/A
PROM: R-1; \$44,242 P/A - R-20; \$93,613 P/A

WHO CAN APPLY

Open to government of Guam employees and the public. (However, be advised that pursuant to government reorganization and layoff efforts, displaced employees who are qualified will have priority consideration for any vacancies for this position).

*QUALIFICATION
REQUIREMENTS*

Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship, or a closely related field, and at least three years of experience in vocational rehabilitation services or related service dealing with persons with disabilities of which two years shall be supervisory work; or

Any equivalent combination of experience and training beyond the Master's degree, which provides the minimum knowledge, abilities and skills.

*NECESSARY SPECIAL
QUALIFICATIONS*

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC).

*PROHIBITION
PURSUANT TO
P.L. 28-98*

No person convicted of a sex offense under the provisions of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

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Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

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If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

Administers island-wide vocational rehabilitation programs for individuals with disabilities.

*ILLUSTRATIVE
EXAMPLES OF WORK*

Manages the Division of Vocational Rehabilitation (DVR); plans, organizes, directs, staffs, and control DVR so as to achieve establish goals and objectives. Services as a non-voting member of the rehabilitation Advisory Council (RAC); attends RAC meetings; acts on request from the Council to remedy of address problems affecting the delivery of rehabilitation programs and services; keeps RAC informed of the needs of DVR. Develops, coordinates, and implements agreements with federal and local operators of community rehabilitation programs for the delivery of rehabilitation services to individuals with disabilities. Develops and provides outreach programs to identify and serve persons with disabilities who are minorities or who have been unserved or undeserved by the vocational rehabilitation system. Develops and provides services designed to promote supported employment, independent living community and participation. Prepares state and strategic plans for expanding and improving vocational rehabilitation services for persons with disabilities. Performs related duties as required.

VOCATIONAL REHABILITATION ADMINISTRATOR

**KNOWLEDGE,
ABILITIES & SKILLS**

Knowledge of the principles and practices of effective supervision and management. Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Knowledge of vocational rehabilitation programs and services. Knowledge of available community resources. Knowledge of the principles, practices, and techniques of vocational counseling, evaluation, and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives. Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines and to make sound management decisions. Ability to communicate effectively. Ability to provide guidance and direction.

**EXAMINATION
REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position

**EMPLOYMENT
MEDICAL
EXAMINATION**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

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Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instructions page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1120/1174.**

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