

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT



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JAKE MARATITA
Chairperson, CSC

FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-005

OPENING DATE: 01/26/23

CLOSING DATE: 02/09/23

RE-ANNOUNCEMENT (EA 22-118)

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Vocational Rehabilitation Counselor

Ungraded
\$28,000.00 - \$30,000.00 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Office of the Governor, Saipan
Office of Vocational Rehabilitation Counselor

DUTIES: Conducts intake/initial interview and receive/process application for VR Services. Assess (through appropriate diagnostic and comprehensive evaluation) and determine applicant's eligibility (or ineligibility) for VR services within 60 days of application. Develop the IPE (Individualized Plan for Employment) with consumer by sharing vocational information, including labor market conditions and resources for employment in both public and private sectors, and service providers, evaluation of progress, comparable services and benefits, financial participation, informed choice, etc. within 60 days of eligibility determination. Provide counseling and guidance to consumers and students with disabilities who are potentially eligible for services to jointly identify needs and barriers to employment or independent living, informed choice, disability issues, and employment (work attitudes, habits, and behaviors generally required by employers). Attend IEP (Individualized Educational Plan) meetings as VR agency representatives when invited by the school to discuss transition services. Develop and/or strengthen partnership with the PSS-SPED to ensure smooth transition services are provided to mutual PSS-SPED and OVR consumers including students with disabilities who are potentially eligible for VR services from high school to adult world. Facilitate discussions with students, parents and/or legal guardians on vocational goals, evaluations, recommendations and options for VR services/providers so that they can make informed decisions. Participate in OVR presentations, transition fairs, job/career fairs, and other activities targeting parents and students to increase appropriate referrals to VR. Conduct co-location outreach at the public high schools and other recognized education program (e.g. NMC, NMTech) Regularly monitor the progress of consumers and address issues or concerns as soon as they are identified; ensure timely delivery of VR services. Update consumer case note and information in Case Tracking System. Maintain regular monthly contact with consumers to ensure they are progressing well and also to offer intervention as needed. Maintain confidentiality of case records and consumer's information at all times, except for special circumstances as allowed by the Rehabilitation Act and OVR policies. Market VR/Transition/Pre-ETS services to relevant community stakeholders including parents/students, employers, etc. Work closely with the business community in terms of job development and placement. In addition, ensure the needs of partner employers are met, for instance, providing technical assistance on the American with Disabilities Act (ADA) job accommodations, disability awareness and sensitivity, the benefits of hiring qualified individuals with disabilities, etc. Ensure that all case closures adhere to Rehabilitation Services Administration and OVR rules, regulations, policies, and procedures. Perform other related duties as assigned

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a Bachelor's Degree in Rehabilitation Counseling, Social Work or related field; plus three (3) years of experience in counseling, social work or other related fields. Must have experience working with people with disabilities. Copy of Degree or Official Transcript and Criminal Record must be attached to the application

CONDITIONAL REQUIREMENTS:

*This position is **"COVERED"**; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standards Act (FLSA).

*A COVID-19 Vaccination is mandatory for Executive Branch Employees as per Governor's Directive No. 2021-002 dated February 18, 2020. If selected/hired you are required to be vaccinated with the COVID-19 Vaccination.

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. **FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Antonio C. Atalig Public Library Bldg.
Office of the Mayor, Tatchog, Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952