



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

### EMPLOYMENT OPPORTUNITIES

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**Closing Date:** Until Filled  
**POSITION TITLE:** Vocational Rehabilitation Counselor-ND Office  
**LOCATION:** Sitting Bull College, Fort Yates site  
**SALARY:** Administrative, Level III (Exempt)  
(\$36,600-\$44,600)  
**SUPERVISION:** Vocational Rehabilitation Director

#### SUMMARY OF WORK:

Responsible for providing a full range of Vocational Rehabilitation Services to eligible American Indian and Alaskan Native individuals with disabilities residing on or near the Standing Rock reservation with emphasis on the most significantly disabled, including specific services to youth and elders with significant disabilities so that they may prepare for and engage in gainful employment.

#### DUTIES AND RESPONSIBILITIES:

1. Must be able to communicate effectively with others.
2. Provide friendly, helpful customer service to visitors, consumers and students.
3. Arranges for and obtain with the assistance of the Eligibility Field Technician, medical, psychological and vocational evaluations to determine eligibility of consumers.
4. Evaluate consumer's potential for VR services and likelihood of success.
5. Responsible for sound case service planning, thorough, accurate, and timely documentation.
6. Must be able to analyze, evaluate, and synthesize casework materials, client study data, medical, psychological, and vocational records to formulate an appropriate Individual Plan of Employment.
7. Works one on one with consumers to explore job and self employment opportunities.
8. Responsible for making all necessary efforts to assist consumers in achieving their vocational goals, i.e., job placement, follow-up, and post employment services.
9. Maintain consumer files and insure prompt delivery of services.
10. Develop a good working relationship with service providers in both the State's of North and South Dakota to ensure the success of consumers.
11. Network with Prairie Knights Casino and Resort and the Grand River Casino, Human Resources to provide employment opportunities and advocate for consumers of the program.
12. Assist consumers in finding appropriate resources for business and professional development.
13. Network with Sitting Bull College's Entrepreneurial Center, and the Standing Rock Sioux Tribe's Business Equity Loan Fund, to become knowledgeable of resources they provide, i.e. First Step/Fast Track Classes, Money Smart Training, Business Equity Loan Fund, etc...
14. Assist consumers in developing business plans, marketing strategies, cash flow statements and profit/loss projections, etc...

15. Network with National Tribal Development Association, FSA American Indian Credit Outreach Initiative to explore opportunities for transition students.
16. Evaluate training needs of consumers/transition students enrolled in the program.
17. Keeps the director of program fully informed of progress, problems encountered, readily gives suggestions, solutions, and possible means of improvement.
18. Engages in public relations to increase public awareness of vocational rehabilitation services.
19. Assists in the completion of all reports and project evaluations as deemed necessary by the director.
20. Seeks means of self-improvement and helps identify personnel training needs, participates in all training deemed necessary by the director.
21. Attend all scheduled college functions and meetings as required.
22. Serve on college committees as appointed.
23. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
24. Promote and recruit students for Sitting Bull College.
25. Other duties assigned by the director.

**QUALIFICATIONS:**

1. Bachelors Degree in Vocational Rehabilitation or related field.
2. Three years of experience in a counseling setting.
3. Experience working with federal grants.

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**New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA \* EEO \* M \* F \* B Employer**

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

**Any applicant not having the above documents enclosed will not be considered**