



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

DIVISION OF REHABILITATION SERVICES  
OFFICE OF FIELD SERVICES

October 26, 2009

**POSITION TITLE:** Vocational Rehabilitation Specialist I/II

**POSITION NUMBER:** 039977

**LOCATION:** 200 Duke Street, Suite 1000  
Prince Frederick, MD 20678

**SALARY:** Level I – State Salary Grade 12 \$35,165  
Level II – State Salary Grade 13 \$37,408  
(Standard Temporary Salary Reduction Schedule Effective 09/23/2009)

**NATURE OF WORK:** This is a professional position in the field of vocational rehabilitation counseling responsible for coordinating and delivering vocational rehabilitation services to individuals with physical and mental disabilities, leading to employment.

**DUTIES AND RESPONSIBILITIES:** Assists persons with disabilities in preparing for or obtaining employment; determines eligibility for vocational services; provides individual career/counseling to people with disabilities; reviews medical, psychological, and vocational data to evaluate the nature and extent of the disability; coordinates and provides services to clients necessary to accommodate their disabilities and obtain employment; obtains services from other community agencies for clients; and provides job placement, post-employment, and follows-up services

**MINIMUM QUALIFICATIONS:** Education: Possession of a Bachelor's Degree.  
Experience: **Level 1** – Professional experience in a behavioral or social science related field is preferred. Bilingual skills preferred. **Level II** – Two years of professional experience in a behavioral or social science related field is required; a Master's Degree in a Behavioral or Social Science related field may be substituted for one year of the required experience. Bilingual skills preferred.

**ESSENTIAL REQUIREMENTS:** Knowledge of: principles, procedures and regulations involved in providing rehabilitation services; Professional counseling, interviewing, and evaluation procedures; relationship between functional limitations presented by disabilities and employment goals; social and economic structure of the Community organizations, and groups providing services and information for people with disabilities; practices relating to job search and employer outreach activities; and of laws and regulations governing the administration of vocational rehabilitation, worker's compensation, social security, and social services; Ability to: communicate effectively; effectively plan and organize assigned work and meet established performance standards; coordinate and deliver multidisciplinary services required to support rehabilitation programs; analyze and interpret complex and varied medical, psychological, and vocational reports; skill in adaptive and assistive technologies; establish and maintain appropriate relationships with clients, employers, representatives of public and private organizations, providers of rehabilitation services, general public, and government officials. Regular attendance and ability to complete work in a reasonable time frame is required.

**PROCEDURE FOR APPLICATION:**

Applicants must complete the Maryland State Department of Education Application for Employment indicating application for VR Specialist I/II, PIN NO 039977. The Application and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. To obtain a Position Announcement and a State Application, please call the JobLine (410) 554-9396, TDD (410) 554-9399, or visit our website [www.marylandpublicschools.org](http://www.marylandpublicschools.org) or visit [www.dors.state.md.us](http://www.dors.state.md.us). Applications and inquiries must be directed to Denise Metzger, DORS Personnel, Division of Rehabilitation Services, 2301 Argonne Drive, Baltimore MD 21218. All applications will be acknowledged upon receipt. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act, and travel throughout the State are required. This position has been designated as a Special Appointment. Any misrepresentation of academic or experience requirements for this position may result in nonselection or termination of employment.

**CLOSING DATE:**

November 16, 2009