



JOB DESCRIPTION

POSITION: Vocational Evaluator/Employment Consultant
Full Time

SUPERVISION RECEIVED: Works under the direction and supervision of the Employment Program Director/Associate Director.

RESPONSIBILITIES INCLUDE: This position will work from the [Center for Independent Living of North Central Florida's](#) (CILNCF) satellite office in Ocala. The position is full-time and intended to Perform Vocational Evaluation services to assist people with disabilities in determining appropriate vocational goals consistent with their interests, abilities and availability of jobs in the local labor market.

Major Job Functions:

- Working in partnership with Vocational Rehabilitation and Division of Blind Services counselors in marketing the Vocational Evaluation program and collecting referrals in a timely fashion.
- Reviewing referrals for appropriateness to the Evaluation program.
- Completing all necessary paperwork to complete case record.
- Conducting evaluations and making reasonable recommendations consistent with individual interests, abilities, and local labor market demands.
- Ensure all reporting requirements and program deliverables are completed accurately, consistently, and on time.
- Ensure Consumer Service Records (CSR) and other reporting requirements are maintained by keeping all information current and documented as to reflect the progress of the Independent Living Plan, including consumer notes, goals, etc.
- Contact new referral, complete Assessments and open Consumer Service Records on eligible referrals.
- Discuss vocational goals and interests to assist in developing a plan.
- Conduct job searches and develop jobs for on-the-job training and competitive employment that is consistent with consumer's interests and abilities.



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- Assist consumers in developing or re-establishing appropriate skills, attitudes, personal characteristics, work behaviors, and functional capacities.
- Provide employability skills classes, in areas such as completing applications, developing resumes and cover letters, and developing interviewing skills.
- When necessary provide time-limited job coaching and assist in recommending accommodations to assure a successful placement.
- Offer support and vocational counseling for a 90-day period to address issues surrounding employment.
- Provide five core services: Information and Referral, Advocacy, Independent Living Skills, Peer Support and Transition to increase the consumer's independence.

QUALIFICATIONS:

- Meet Vocational Rehabilitation requirements to become a Vocational Evaluator:
 - Master degree in Vocational Evaluation OR
 - Current certification as a Certified Vocational Evaluator Specialist (CVE) OR
 - Current registration with the Registry of Professional Vocational Evaluators (PVE) OR
 - Vocational Evaluator certificate from a national accredited college or university OR
 - Master degree in Rehabilitation Counseling/Rehabilitation Services, Social Work (Clinical), Human Services, Counseling (Clinical), Mental Health Counseling, Clinical Psychology, and one year full-time experience using VR counseling techniques and one year full-time experience conducting Vocational Evaluations.
- Ability to pass a level 2 background check
- Work independently and problem solve with minimal supervision
- Provide effective written and oral communication
- Network with area employers to improve employment options
- Work comfortably in fast-paced high-stress conditions
- Ability to work with staff and consumers on a cross-disability basis.
- Work with diverse populations
- Have a valid Driver's License and access to a reliable automobile

Accommodation: CILNCF is committed to the full inclusion of all qualified individuals. As part of this commitment, CILNCF will ensure that persons with disabilities are



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provided reasonable accommodations. Reasonable accommodations will be provided if it is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment.

Employer Rights: The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. This job description does not list all the duties of the job. You may be asked by management to perform other duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate at any time for any reason.

I have reviewed the above job description for the Vocational Evaluator Position and fully understand the requirements of the position. I am able to perform the essential functions of this job, with or without accommodations.

Vocational Evaluator

Date

Executive Director

Date

Program Director

Date