

The Houlton Band of Maliseet Indians

Job Description

Vocational Rehabilitation Counselor

Status: Full time – 40 hours

Location: BANGOR

Salary: \$25.00- \$27.40

Supervised by: Vocational Rehabilitation Director

Description: Under the direction of the TVR Program Director the Vocational Rehabilitation Counselor is responsible for conducting intakes, determining eligibility, and assisting American Indians with disabilities in their individualized Plan for Employment (IPE) and pursuing of their individual goals. The counselor meets with the Program Director on a regular basis for case conference, and attends scheduled staff meetings. The counselor is to complete all required paperwork and computer data entry on his/her respective consumers that he/she works with. The counselor should have knowledge of various disabilities.

Essential Duties and Responsibilities include the following:

- Responsible for working with consumers throughout entire VR process including; intake, eligibility determination, Individualized plan for Employment (IPE) development, and assisting with follow through of all activities and goals.
- Responsible for providing the highest quality of guidance and counseling to all consumers on caseload.
- Knowledge of various disabilities
- Knowledge of acts, regulations and policies as it applies to Vocational Rehabilitation and people with disabilities.
- Able to demonstrate sound ethics and practices in every aspect of position
- Able to write detailed and concise IPE's, case notes and reports.
- Works with outside agencies and programs as they pertain to Vocational Rehabilitation.
- Works with appropriate school staff and students with disabilities to assist with transition phase from high school to work/college
- Maintain regular contact with all consumers through appointments booked at least monthly or as needed.
- Able to effectively manage time in order to accommodate entire caseload.
- Participate in staff meetings with WVR staff.
- Submit financial request to Program Director on behalf of consumers directly in line with vocational rehabilitation.
- Attend community events to provide information to the public about Tribal VR services.

- Maintain accurate and up to date consumer case files both hard files and in applicable software.
- Refers consumers to other programs and agencies as deemed necessary in striving for successful outcomes.
- Maintain strict adherence to confidentiality policy at all times.
- Able to work in a team environment.

Entry Level Knowledge, Skills, and Abilities Required: (Applicant will be screened for possession of these though written, oral, performance, and/or evaluation)

- Knowledge of medical, psychological, vocational implications of disabilities.
- Knowledge of interviewing and counseling techniques.
- Knowledge of a variety of mental and physical disabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to make independent decisions in all phases of the rehabilitation process.

Full Performance Knowledge, Skills, and Abilities Required: (These may be acquired on the job and are needed to perform the work assigned)

- Knowledge of rehabilitation services and programs.
- Knowledge of agency standard operating procedures.
- Knowledge of adaptive equipment, rehabilitation technologies, and laws that govern accessibility and reasonable accommodations issues.
- Ability to analyze functional capacity, identify transferable skills, and interpret labor market surveys.
- Participation in Health Insurance Portability and Accountability Act (HIPPA) Training as required by HBMI Policy and maintaining HIPPA compliance in performance of position function.

Qualifications:

- Master's Degree in Rehabilitation Counseling or a Counseling Related Degree
- 5+ years' experience in Social work-related field
- Experience in working with individuals with psychological or physical disabilities
- Currently hold CRC or eligible to sit for CRC exam
- Sensitivity and/ or experience working in a Native American culture
- Strong written and or communications skills.
- The ability to successfully complete a State of Maine Department of Health and Human Services background Investigation, including Federal and State Agencies
- The ability to successfully pass a urine drug screen.
- Must have a valid State of Maine driver's license.

Applications are available for download at our web site maliseets.net, at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business January 27th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.