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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **VOCATIONAL REHABILITATION COUNSELOR III**

Announcement Number: DOA 135-19

Open: November 25, 2019 Continuous

#### GENERAL PAY PLAN (GPP)

OPEN: N-01; \$45,014 P/A –N-10; \$61,796 P/A

PROMOTION: N-01; \$45,014 P/A –N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

One (1) year of experience as a Rehabilitation Counselor or equivalent and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, guidance and counseling, psychology, sociology or closely related field plus 24 semester credit hours earned towards a Master's Degree in rehabilitation counseling; or

Six (6) months of experience as a Rehabilitation Counselor and graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship, plus enrollment in a Rehabilitation Counselor certification program.

#### Nature of work

Performs moderately complex professional rehabilitation counseling work.

#### Necessary Special Qualifications

Possession of a valid driver's license may be required. NOTE: Level II incumbents shall be reclassified (promoted) to Level III upon meeting Level III minimum experience and training, and necessary special qualification requirements.

#### Illustrative Examples of Work

Counsels eligible clients toward employment based on an assessment of interest, values, capabilities, and vocational impediments using mutually agreed upon vocational goals; counsels clients and their families concerning disability and self-awareness; assists clients to gain insight into perceptions, emotions and behaviors which have vocational relevance; provides information concerning client rights, federal and local regulations, agency policies and procedures, confidentiality, comparable benefits, community resources, and programs. Obtains necessary diagnostic information; consults with other professionals concerning consumer needs or issues; determines eligibility for services; develops individual rehabilitation programs based on outcomes of counseling and assessment activities; determines client's need for financial assistance and provides the necessary maintenance and transportation allowances. Initiates rehabilitation program and monitors ongoing progress; coordinates placement or job retention activities to include preparing and assisting clients with job search. The utilization of community resources, marketing and consulting with employers, and determining the need and arranging for assistive devices or job modifications. Counsels clients after job placement to ensure satisfactory work performance and the suitability of job match. Manages caseload to ensure timely service provision; keeps appropriate case records and controls case service expenditures; prepares reports. May perform case finding and the development of referral and community sources. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles, practices, and techniques of vocational counselling and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Knowledge of available community resources. Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Ability to administer vocational testing. Ability to analyze data and situations accurately. Ability to develop and implement effective rehabilitation plans. Ability to establish and maintain effective rehabilitation plans. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively. Willingness to pursue and earn a Master's Degree in rehabilitation counselling and to obtain professional certification as a Rehabilitation Counselor (CRCC).

#### Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

**VOCATIONAL REHABILITATION COUNSELOR III  
OPEN COMPETITIVE EXAMINATION**

**Documentation Requirements**

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

**Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

**Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

**Examination Requirements**

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

**Employment Medical Examination**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

**Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

**Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

**Police & Court Clearances Requirements**

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

**Where to Apply**

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

**For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).



For: MICHAEL W. SCHNIEP, Acting  
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**