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# Department of Integrated Services for Individuals with Disabilities

Dipåtamenton Programa Para I Maninutet  
Government of Guam

*Division of Support Services for Individuals with Disabilities*



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GOVERNOR

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Date: June 15, 2021

To: Edward Birn, Director of Department of Administration

From: Phyliss Leon Guerrero, Director of DISID

Subject: Amended Vocational Rehabilitation Administrator (VRA)

Håfa Adai Director Birn,

DISID is requesting to remove the following language from the from the position description for the Vocational Rehabilitation Administrator position. The language in the Necessary Special Qualification which states: *"Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC)"*.

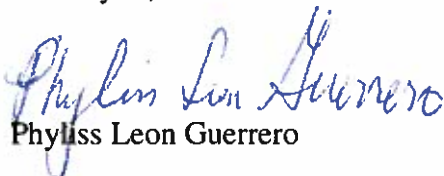
As per 17 GCA Chapter 41 §41202 (c), CRCC is not required in order to hold the position of VRA. DISID's intent is to bring the job specification in line with the current statute. This request is necessary and will be considered as the "petition" for the amendment. The current statute states:

"The Administrator must have at least a bachelor's degree in Special Education, Vocational Rehabilitation, Counseling Services or related subject, or at least four (4) years of experience in vocational rehabilitation service or related service dealing with persons with disabilities of which two (2) years shall be administrative."

In addition, I am requesting that the position title of Vocational Rehabilitation Counselor IV be removed from the DOA position classifications due to the current specifications mirror the Vocational Rehabilitation Administrator position description.

Attached is a draft of the amended position description for the VRA.

Thank you,

  
Phyliss Leon Guerrero

## **VOCATIONAL REHABILITATION ADMINISTRATOR**

### **NATURE OF WORK IN THIS CLASS**

Administers island-wide vocational rehabilitation programs for individuals with disabilities.

### **ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)**

Manages the Division of Vocational Rehabilitation (DVR); plans, organizes, directs staffs, and controls DVR so as to achieve established goals and objectives.

Serves as a non-voting member of the Rehabilitation Advisory Council (RAC); attends RAC meetings; acts on requests from the Council to remedy or address problems affecting the delivery of rehabilitation programs and services; keeps RAC informed of the needs of DVR.

Develops, coordinates, and implements agreements with federal and local operators of community' rehabilitation programs for the delivery of rehabilitation services to individuals with disabilities.

Develops and provides outreach programs to identify and serve persons with disabilities who are minorities or who have been unserved or underserved by the vocational rehabilitation system.

Develops and provides services designed to promote supported employment, independent living and community participation.

Prepares state and strategic plans for expanding and improving vocational rehabilitation services for persons with disabilities.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of effective supervision and management.

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.

Knowledge of vocational rehabilitation programs and services. Knowledge of available community resources.

Knowledge of the principles, practices, and techniques of vocational counseling, evaluation, and training.

Knowledge of emotional and psychological problems of persons with physical or mental disabilities.

Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines and to make sound management decisions.

Ability to communicate effectively. Ability to provide guidance and direction.

## **MINIMUM EXPERIENCE AND TRAINING**

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Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship, or a closely related field, and at least three (3) years of experience in vocational rehabilitation service or related service dealing with persons with disabilities of which two years shall be supervisory work; or

Any equivalent combination of experience and training beyond the Master's degree, which provides the minimum knowledge, abilities and skills; or

Possession of a Bachelor's degree in Rehabilitation Counseling, or Special Education, or Social (Social Work) or Behavioral Science (Psychology) or related field; Three (3) years experience in administering health or human services work such as applying theories, principles, laws and practices of health or human services programs or related services that assist with and improve life for individuals with disabilities; Two (2) years experience in administering and interpreting vocational rehabilitation laws, rules, regulations, standards, policies and procedures.