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# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(*Dibision Inadilanto yan Guinaha Para Taotao*)

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LOURDES A. LEON GUERRERO  
Governor (Maga'hága)

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### OPEN COMPETITIVE EXAMINATION

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

Announcement Number: DOA65-26

Open: May 08, 2026 – Continuous

### GENERAL PAY PLAN (GPP)

OPEN: P-01; \$67,696 P/A-P-10; \$92,933 P/A

PROMOTION: P-01; \$67,696 P/A-P-18; \$119,315 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 inquires 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

Graduation from a recognized college or university with a Master's degree in rehabilitation counselling including the completion of required internship and at least two (2) years experience as a Vocational Rehabilitation Counselor (Level IV) or equivalent.

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

#### Necessary Special Qualifications

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC). Possession of a valid driver's license may be required.

#### Nature of work

Supervises vocational rehabilitation services for individuals with disabilities.

#### Illustrative Examples of Work

Supervises rehabilitation counselling and evaluation services under the Division of Vocational Rehabilitation (DVR); plans, organizes, coordinates, and monitors counselling and evaluation activities so as to achieve established goals and objectives. Plans and implements specialized rehabilitation services or projects; develops and implements expanded opportunities for vocational training and placement. Confers and coordinates with physicians, hospital staff, and representatives of public and private agencies in determining feasibility for rehabilitation of clients and in carrying out rehabilitation plans; approves expenditures for planned rehabilitation services. Reviews and analyzes case records for accuracy and completeness; ensures appropriateness of specialized placement or vocational plans; monitors progress of clients in evaluation or training. Develops and coordinates program planning, evaluation, and training activities; attends conferences and professional meetings; provides direction, guidance, and counselling. Provides information or technical assistance to public and private agencies, institutions, and community groups concerning the rehabilitation program. Maintains records and prepares reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles and practices of effective supervision. Knowledge of vocational rehabilitation programs and services. Knowledge of available community resources. 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. Knowledge of the principles, practices, and techniques of vocational counselling, evaluation, and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Knowledge of occupational testing and placement. Ability to provide guidance and training. Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness. Ability to establish and maintain effective working relationships with other and to establish community support and awareness for vocational rehabilitation goals and objectives. Ability to communicate effectively. Ability to understand the impact of diagnosis and to interpret diagnostic results. Ability to analyze data and situations accurately. Ability to develop and implement effective plans for vocational placement.

#### 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.

#### 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 475-1141/1128/1274.**

**VOCATIONAL REHABILITATION COUNSELOR SUPERVISOR  
OPEN COMPETITIVE EXAMINATION**

**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. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: [www.hr.doa.guam.gov/resources](http://www.hr.doa.guam.gov/resources)

**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 send a written notification to you explaining these requirements. You will have ten (10) calendar days from the date of your written notification to submit police and court clearances that are no older than one (1) month from the date of your written notification. The cost of the clearances is your responsibility. 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**

Applicants may submit an employment application and any required documents for the position to [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@DOA.GUAM.GOV). **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL ONLY BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT [WWW.HR.DOA.GUAM.GOV](http://WWW.HR.DOA.GUAM.GOV).**

**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).

  
Director of Administration

**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.**