Arkansas Department of Career Education
Office of Human Resource Management

VACANCY ANNOUNCEMENT

This position will be located at ARS Field Office, Fayetteville, AR.

OPENS: 9/22/2015 Closes: 10/5/2015

The Division of Arkansas Rehabilitation Services (ARS) is recruiting personnel for the following position:

Rehab Program Coordinator
Position # 22081570
Entry Level Salary for Grade C118: $33,861

Job Summary:

The Rehabilitation Program Coordinator will function as the Access and Accommodation Specialist. The Access and Accommodation Specialist will provide assistive technology or ergonomic assessments as requested by Arkansas Vocational Rehabilitation Counselor for their clients. This individual determines the appropriateness of the technology, in matching the technology to the person’s limitations. Once the appropriate technology is determined, a report is written to the counselor. The specialist will be responsible for training the client with the recommended technology so as to ensure their success. The Access and Accommodations Specialist will also provide AT loans and demonstrations for local employers and clients of Increasing Capabilities Acess Network (ICAN) located in Northwest Arkansas area.

Minimum Qualifications:

The formal education equivalent of a bachelor's degree in general business, public administration, rehabilitation science, a field directly related to the assigned program area, or a related field; plus four years of experience in planning, evaluating, and coordinating programs.

Applicants must complete a State of Arkansas employment application to be considered for employment. Resumes only will not be accepted. Each applicant is required to respond to the questions that are posted with the application. Apply online through the Arkansas State Jobs website at www.arstatejobs.com. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121. Applications must be received before 4:30 p.m. on the closing date. For additional information contact:

Arkansas Department of Career Education, Human Resources
525 W. Capitol Ave.
Little Rock, AR 72201
(501) 683-3340
FAX: (501) 296-1672

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on that basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.
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