

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

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VACANCY NOTICE

Vacancy Title: **Interpreter/Counselor Aide**
Job Listing Number: 10338490
City: Kansas City North
Section/Office: **Vocational Rehabilitation**/Adult Learning and Rehabilitation Services
Salary: \$36,144.00 annually (Depending on qualifications)
Deadline: Until Filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

Required Knowledge, Skills and Abilities:

1. Knowledge of interpreting techniques and practices, as well as established principles of ethical conduct for the interpreting profession.
2. Knowledge and understanding of hearing loss, deafness, Deaf culture, and related issues.
3. Ability to interpret for long periods of time.
4. Excellent speaking and writing skills.
5. Ability to establish and maintain harmonious working relationships with co-workers and the public.
6. Considerable knowledge of modern office practices, procedures and equipment.
7. Maintain confidentiality and impartiality with regard for VR staff and client information.
8. Willingness to travel outside of district office to provide interpreting services for counselor.

Experience and Training:

Requirement:

1. Missouri Sign Language Interpreter's License or certification necessary to obtain one.
2. Ability and commitment to working with people with disabilities.

Preferred:

1. MICS Advanced or Comprehensive Certification; RID CI/CT, CSC, NIC Advanced, or NIC Master Certification; NAD Level 4 or 5 Certification; or QAST 4/4, 4/5, 5/4 or 5/5 Certification.
2. Graduation from a recognized training program for interpreters.
3. One year of professional interpreting experience
4. Interpreting experience within a vocational rehabilitation setting is desirable.

Will Consider: MICS Intermediate Certification; RID NIC Certification; NAD Level 3 Certification; or QAST 3/4, 3/5, 5/3, 4/3, or 3/3 Certification.

Work experience with individuals with disabilities is highly desirable.

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position, may be accepted in lieu of the above).

EXAMPLES OF WORK PERFORMED

(The incumbent must possess the ability to perform the essential functions below either with or without reasonable accommodation).

- * 1. Facilitate communication exchanges involving Vocational Rehabilitation staff members in a variety of settings and with a wide range of individuals and groups.
- * 2. Assists counselors with direct client contact, including vocational exploration and follow up activities.
- * 3. Assist counselors in organizing work, coordinating work flow, reviewing work for adequacy, accuracy, timeliness and conformance with instructions and procedures.
- * 4. Set up and organize staff travel and scheduling client contact for counselors.
- * 5. Receives visitors and answers telephone calls, ascertains purpose of visits and calls, furnishes general information, takes and relays messages and arranges appointments.
- 6. Perform other work for District Supervisor and counselors as needed.
- 7. Perform other duties as assigned.

APPLICATION PROCEDURE

An application packet, consisting of a cover letter, resume, Application for Employment (<http://dese.mo.gov/vr/staffopenings.htm>) and copy of official college transcripts should be sent using **one** of the following options:

By mail (preferred) to Job Listing Number (shown above), Human Resources, Vocational Rehabilitation, 3024 Dupont Circle, Jefferson City, MO 65109-6188. OR

• **Electronically (preferred)** to vacancy@vr.dese.mo.gov. Documents must be attached to the e-mail in PDF or Word format, with the job listing number in the subject line. OR

• **By fax** to Human Resources at 573.751.1441. Include job listing number.

If applying for more than one vacancy, a separate application packet is required for each job listing number; copies are accepted. Application packets will not be kept on file for consideration of other positions.

NOTE: If you are applying for a position where a degree is required, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts with your application will eliminate the application from the review process.

* Essential Functions

BENEFITS (FOR A FULL-TIME POSITION)

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: Vision Service Plan (VSP) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.