



## **INTERNAL VACANCY ANNOUNCEMENT**

DEPARTMENT OF HUMAN SERVICES  
1390 MILLER STREET #202  
HONOLULU, HAWAII 96813

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**POST ONE COPY ON EACH BULLETIN BOARD INCLUDING SITE OF VACANCY AND CIRCULATE ONE COPY AMONG ALL EMPLOYEES OF EACH BULLETIN BOARD'S LOCALE.**

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**Post By: December 29, 2025**

***If you would like to be considered for the vacancy listed below, your application must be received in the Human Resources Office by January 8, 2026.***

**VACANCY NOTICE:** #25-152

**POSITION TITLE:** Vocational Rehabilitation Specialist V  
**AND NUMBER:** #05826

**LOCATION:** Division of Vocational Rehabilitation, Services for the Blind Branch, Adjustment Section

**SALARY:** SR-24 (\$6,043.00 - \$8,601.00 per month)

**SUMMARY STATEMENT OF DUTIES:**

The primary purpose of this position is to plan, organize, coordinate, direct, evaluate, and supervise the provision of adjustment evaluation and non-visual blindness training services by a staff of varied professionals including rehabilitation teachers for the blind, and orientation & mobility therapists, and a manual arts instructor, to build confidence by preparing eligible individuals who are blind, deaf-blind, or visually impaired for employment, or to enable them to function more independently in the home and community.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education Requirement:**

Applicants must meet one of the following:

- be a Certified Rehabilitation Counselor (CRC)

**Specialized Experience:**

Two (2) years of experience in one or a combination of the following types of professional experience:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business, or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training and placement of persons with disabilities into gainful employment.

At least one (1) year of the specialized experience above must have demonstrated the ability to independently develop training programs for persons with the most severe disabilities, to assist them in adjusting to the training program and/or work situation, and to place them in gainful employment. This level of experience must have provided the applicant with substantial knowledge of mental and physical diseases and disabilities in terms of the practical effects such disabilities have in placing the individual in employment.

**Selective Certification Requirement:****Knowledge of Blindness:**

In addition to meeting the above requirements, at least two (2) years of professional work experience must include the knowledge of the conditions of blindness and rehabilitation of persons who are blind, visually impaired or deaf-blind; the psycho-social and cognitive influences of blindness, especially relating to individuals who are congenitally and adventitiously blind; the adjustment process to blindness; physical and interpersonal accommodations and assistive devices appropriate for an individual who is blind in school, work or home settings; and the unique work needs of individuals who are blind and methods available to the employer to meet those needs. Applicants must also possess a high level of expressive skills, as well as the ability to apply casework principles in the adjustment to blindness process and work effectively with blind and sighted communities, including employers, on behalf of individuals who are blind.

Such experience may have been gained concurrently or separately in meeting the minimum qualification requirements for the class Vocational Rehabilitation Specialist V.

The knowledges, skills and abilities described above may have been obtained through various professions, such as the following:

1. A teacher (i.e., special education teacher, rehabilitation teacher, occupational therapist, orientation therapist, etc.) who instructs individuals who are blind, visually impaired, or deaf-blind.
2. A counselor or social worker who works primarily with a case load of individuals who are blind, deaf-blind, or a combination of blind and deaf-blind.

**Substitution of Education for Experience:**

A master's degree from an accredited college or university in Rehabilitation Counseling or Education with specialization in blindness may be substituted for one (1 year of the required work experience which provided the knowledge and abilities described above. This degree may not, however, substitute for experience comparable to the class Vocational Rehabilitation Specialist III or IV in State service, required to meet the minimum qualification requirements for the class Vocational Rehabilitation Specialist V.

**QUALITY OF EXPERIENCE AND TRAINING:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**WHO MAY APPLY:**

All DHS employees who are members of the State's civil service. Acceptance of applications shall be in accordance with the State Human Resources Policies and Procedures in effect at the time of application.

**HOW TO APPLY:**

- 1) Obtain the **HRD 315A (Rev. 7/2018)**, "Competitive Internal Recruitment" application from your administrative assistant (e.g., HPHA, HYCF, etc.) or from the DHS Portal Human Resources Recruitment Resources page.
- 2) Complete the application, specifying the vacancy notice number and position title of the position for which you are applying. Provide complete and specific information related to your educational and work experiences which fulfill the requirements of the position.
- 3) **Submit a separate application for each vacancy notice number.** A legible photocopy of your application with current information and an **original signature** is acceptable.
- 4) Submit the application(s) and other required documentation to the DHS Human Resources Office at the address below. **Applicants are responsible for ensuring that their applications are filed with the Human Resources Office on a timely basis.**

**CAUTION:**

**IN ORDER TO BE CONSIDERED, YOUR APPLICATION MUST INCLUDE AN ORIGINAL SIGNATURE. UNSIGNED APPLICATIONS OR APPLICATIONS WITHOUT AN ORIGINAL SIGNATURE WILL BE CONSIDERED INCOMPLETE. INCOMPLETE APPLICATIONS AND/OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL BE REJECTED.**

**WHERE TO FILE:****Mail to:**

Department of Human Services  
Human Resources Office/RES  
P.O. Box 339  
Honolulu, Hawaii 96809

**Messenger/  
Walk in:**

Department of Human Services  
Human Resources Office/RES  
Liliuokalani Building  
1390 Miller Street, Room 202

**Email to:**

res@dhs.hawaii.gov

**NOTE:**

**APPLICATIONS ARE ACCEPTED IN THE DHS HUMAN RESOURCES OFFICE BETWEEN 7:45 A.M. AND 4:30 P.M., MONDAY THROUGH FRIDAY. APPLICATIONS SENT THROUGH THE MESSENGER OR HAND-CARRIED MUST BE RECEIVED IN THE DHS HUMAN RESOURCES OFFICE NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. APPLICATIONS SENT THROUGH THE POSTAL SERVICE MUST BE POSTMARKED NO LATER THAN 11:59 P.M. OF THE CLOSING DATE. EMAILED APPLICATIONS MUST BE RECEIVED BY 11:59 P.M. OF THE CLOSING DATE.**

**ELECTRONIC NOTIFICATION TO APPLICANTS:**

The Human Resources Office may use electronic mail (email) as a way to notify applicants of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that your personal email address and contact information you provide on your application is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email-box in a timely manner.

**EVALUATION AND SELECTION:**

All qualified employees will receive consideration for employment in accordance with existing human resources policies, without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, arrest and court records, or other non-merit factors. Selection will be made according to evaluation of the qualifications of eligible candidates and may include a written examination.

**PHYSICAL/MENTAL REQUIREMENTS:**

Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**CRIMINAL HISTORY RECORD CHECK:**

Individuals who accept a conditional offer of employment are required to undergo a criminal history record clearance and other checks, as applicable.

**INTERNAL COMPLAINT AND APPEAL:**

**Internal Complaint:** If you do not agree with a recruitment and examination action taken against you from this recruitment, you may file an internal complaint. This must be done by submitting the Department of Human Services Internal Complaint Form, DHS9005 to the Department of Human Services, Human Resources Office within seven (7) working days after the date of the notice. A review will not be conducted if you do not file your complaint within the seven (7) working day limit.

**Appeal:** If you do not agree with the internal complaint decision or action taken by the Department of Human Services, you may appeal to the State Merit Appeals Board within 20 days from the date of your notice. Persons wishing to file an appeal with the Merit Appeals Board must first complete the Internal Complaint process. Initiating the internal complaint or appeal process shall not suspend or delay the referral of other qualified internal, non-competitive or external, open-competitive applicants, or cause the suspension or reversal of completed applicant selection and appointment(s).