



RECRUITMENT OPPORTUNITY

IMPARTIAL HEARING OFFICERS FOR VOCATIONAL REHABILITATION

General Information

ACCES-VR, a program of the New York State Education Department whose mission is to assist eligible individuals with disabilities to become employed, is recruiting qualified individuals to serve as Impartial Hearing Officers for the Vocational Rehabilitation Program.

The Impartial Hearing Officer (IHO) presides over quasi formal hearings that may be scheduled if a vocational rehabilitation (VR) applicant or consumer disagrees with a determination made by ACCES-VR. The IHO is responsible to issue a written decision. A maximum payment, per case, of \$1,100 (plus specific per diem costs, including postage) will be made.

Information regarding ACCES-VR is available online at: <http://www.acces.nysed.gov/>; and ACCES-VR Due Process / Role of the Impartial Hearing Officer at: http://www.acces.nysed.gov/vr/current_provider_information/vocational_rehabilitation/policies_procedures/0105_due_process/policy.htm

Qualifications

An individual who:

1. Has knowledge of the delivery of vocational rehabilitation services, the State Plan for VR and Federal and State laws, regulations and policies about providing VR rehabilitation services.
2. Has prior experience with administrative hearings or knowledge of administrative law.
3. Demonstrates writing ability.
4. Has no personal or financial interest that would conflict with his or her objectivity.
5. Agrees to follow ACCES-VR policies and procedures for Impartial Hearings.
6. Is not an employee of ACCES-VR or any other public agency (other than as an administrative law judge, hearing examiner, or employee of an institution of higher education).
7. Was not employed by either ACCES-VR or the Client Assistance Program (CAP) within the last six years.
8. Is currently not employed by a vocational program doing business with ACCES-VR
9. Is not a member of ACCES-VR's State Rehabilitation Council.

How to Apply

If you are interested, please forward a resume, a writing sample (no longer than one page), a letter of reference, and the names of two additional references by **February 17, 2012** to: Anne Sternbach, ACCES-VR, Room 1609, 99 Washington Ave., Albany NY 12234 or via email to NYSED_QAMONITORING@mail.nysed.gov.

If you have any questions, please call: 1-800-222-5627.

**Selected individuals will be required to attend an initial training for Impartial Hearing Officers on September 11-12, 2012 in Albany, NY. (Updated training is provided and required on an as needed basis.) Annual evaluations are conducted.*