



APPLICATION & REFERRAL INSTRUCTIONS

The attached information has been prepared to help interested individuals apply for membership on the State Rehabilitation Council (SRC).

1. Provide interested person who may fill one of the current openings the following:
 - **Cover letter (“We need YOU...”)**
 - **The Application and Referral Form**
 - **The SRC Fact Sheet**
2. This will give them the information they need about the Council and provide the form needed to be considered for membership.
3. Have them complete the Application section of the form. They can attach a résumé or other information that will be helpful in reviewing their application.
4. You should then complete the *Referred By* section of the form.
5. You should then submit the completed form, with all supporting information (e.g. résumé), to the SRC Executive Secretary.

If you have any questions, you can call the SRC Liaison at the USOR, Gordon Swensen, at 801- 887-9505.

***Thank you for helping us recruit
excellent members for the Council!***

We need YOU on the State Rehabilitation Council!

The **State Rehabilitation Council (SRC)** is currently seeking outstanding individuals who are interested in serving a **minimum of a 3-year term** on this important, state-level Council.

The **Mission of the SRC** is, in partnership with the Utah State Office of Rehabilitation and in collaboration with disability groups, to ensure quality vocational rehabilitation services for eligible individuals with disabilities as they make informed choices to achieve employment. We accomplish this mission by:

- Reviewing Programs
- Analyzing Service Delivery Processes
- Advising on policies and procedures

If you are interested, please complete the application portion of the attached Application and Referral form. You may attach a résumé and additional pages if needed. This information will help us identify your unique experience, expertise, and interest in Vocational Rehabilitation services for people with disabilities throughout Utah. If a member of the Council is referring you to serve on the Council, they need to complete the “Referred By” portion of the form before submitting it for review.

Please submit to:

Sylvia Gines
SRC Executive Secretary
sbgines@utah.gov

Thank you for your interest!

**State Rehabilitation Council (SRC)
APPLICATION AND REFERRAL FORM**

APPLICANT INFORMATION:

Name: _____

Address: _____

Phone (Home): _____ (Work): _____

E-mail Address: _____

Represents: Check one or all that apply:

- Consumers (list disability/group)
- Service Provider (list program or agency) _____
- Representative of individuals with disabilities (e.g. parent, family member, advocate)
- Business, Labor, Industry (explain) _____
- Current/Past Vocational Rehabilitation Client
- Other: (explain) _____

Self-Identification: Do you identify as an individual with a disability or serious health condition?

- Yes
- No

Briefly describe your background. (May attach additional pages if needed).

What do you bring to the Council? (e.g. unique interest, experience, knowledge, etc.)

Referred By: _____

This individual has been contacted, the recommendation process has been explained (up to 5 months to complete, selected nominees will be interviewed), and he/she has agreed to serve, if approved.

- Yes
- No

RESUME/VITA IS ATTACHED:

- Yes
- No

State Rehabilitation Council (SRC) FACT SHEET

Mission: The Mission of the State Rehabilitation Council, in partnership with the Utah State Office of Rehabilitation and in collaboration with disability groups, is to ensure quality vocational rehabilitation services for eligible individuals [with disabilities] as they make informed choices to achieve employment.

Council Responsibilities: Reviewing Programs, Analyzing Service Delivery Processes and Advising on Policies and Procedures

In partnership with the Utah State Office of Rehabilitation (USOR), the Council:

- Evaluates the effectiveness of the Vocational Rehabilitation (VR) program in the state (e.g. in areas such as informed choice, order of selection, streamlining, etc.).
- Advises USOR about activities carried out under the Title IV/VR program.
- Reviews and analyzes consumer satisfaction.
- Assists in the development and review of state goals and priorities.
- Assists in the preparation of the State Plan.

Membership - Composition of the Council: Members are appointed by the Utah Department of Workforce Services. They are chosen for their interest, specialized knowledge, and expertise. Members include:

- Current and/or former consumers of Vocational Rehabilitation (VR) services or applicants for VR services
- Representatives of Disability Advocacy Groups including liaisons from the Division of Services for the Blind and Visually Impaired and the Division of Services for the Deaf and Hard-of-Hearing
- Representatives for Individuals with Disabilities
- A Qualified VR Counselor
- A Community Rehabilitation Program (CRP) Provider
- Representatives from business, industry and labor
- Representative from the Utah Statewide Independent Living Council (USILC)
- Representative from the Parent Training and Information (PTI) Center
- Representative from the Client Assistance Program (CAP)
- Representative of the State Educational Agency (SEA)
- Representative from the State Workforce Development Board

Term: The term of service is 3 years with a maximum of two consecutive terms.

Council Meetings:

- Monthly meetings are held the last Wednesday of the month from 9:00 am to 11:00 am
- The Council conducted virtually and at the Utah State Office of Rehabilitation, 1595 West 500 South Salt Lake City, Utah 84104
- The Annual Council Meeting is held in September. This meeting is a full day training and orientation meeting for new members as well as the regular meeting of the Council.

Questions? Contact the following individuals:

- SRC USOR Staff Liaison: Gordon Swensen 801- 887-9505
- Nominating Committee Chairperson: Rob Ferris 801- 631-1185

Go to <https://jobs.utah.gov/usor/vr/partners/src.html> for more information about the SRC!