

Gwen Keliihoomalu



Employment History

**Kala & Associates, Inc.**

Vocational Rehabilitation Consultant

Mar 1990 – Present

- Provides services to clients in meeting problems of personal, social, and vocational adjustment.
- Interprets and analyzes applicants physical or mental condition, social and economic situation, attitudes and aptitudes, work experiences, functional limitations, educational background and personality traits to determine kind and extent of disability and rehabilitation possibilities.
- Consults with physicians, psychologists and other appropriate disability professionals regarding findings of examinations; administers and interprets psychological tests when indicated; determines eligibility for rehabilitation services on the basis of law and policy; and assists individuals in formulating a suitable rehabilitation plan.
- Plans and arranges for rehabilitation services; approves expenditures within specified limits for planned rehabilitation services.
- Confers with public and private employers to establish job opportunities for rehabilitation clients; aids clients in securing employment consistent with their capabilities; monitors client progress.
- Provides program monitoring and consultation; keeps appropriate case records and controls case service expenditures.
- Assists employers and businesses with guidelines for accommodating people with disabilities according to the Americans with Disabilities Act and other laws, regulations, policies, and procedures pertaining to persons with disabilities.
- Administers and/or develops work samples and situational assessments.
- Reviews and assesses medical, psychological, neuropsychological, legal, educational and social information concerning clients who have been referred for vocational evaluation; determines need for additional diagnostic information.
- Prepares individual written vocational evaluation plans; acts as consultant to Vocational Rehabilitation Counselors in making vocational decisions.
- Orients clients to the evaluation process; administers and interprets test results to determine learning capacity, work-related aptitudes, abilities and limitations, behavioral factors affecting vocational performance and rehabilitation potential of clients; makes objective observations of all behaviors essential to the world of work; and recommends specific goals and services to clients.
- Teaches basic vocational skills and leads groups that are composed of individuals with vastly diverse cultural, educational, emotional, physical and

mental abilities and backgrounds; develops and administers appropriate job samples to determine learning ability, reaction to supervision, work with peers, work tolerances, physical tolerances and endurance.

- Assists individuals with a disability in the selection, acquisition, or use of assistive technology devices(s).
- Prepares vocational evaluation reports detailing test results and their implications, job sample evaluation, summary of observations, work ethics and attitudes, physical capabilities, clients expressed and displayed vocational interest.

### **Education**

California State University-San Bernardino  
Master's Degree: Counseling

University of California, Riverside  
Bachelor's Degree: Human Development/Developmental Psychology

University of Arizona  
Rehabilitation Counseling Program: Vocational Rehabilitation Counseling/Counselor