

TEST PLAN

VOCATIONAL REHABILITATION COUNSELOR (ENTRY) - #6646

1. Minimum Qualifications Screening
2. Agency may develop position-specific T&E test questions at the time of recruitment, or agency may develop T&E test questions on:
 - A. Application of Vocational Rehabilitation Techniques 60%
 - B. Communication (verbal and written) 15%
 - C. Analysis and Problem Solving 25%Those ranking highest on the test will be invited to participate in the next phase of the selection process. 100%
3. Those ranking highest on the above portions of the test will be invited to an oral interview.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- a Master's degree in Rehabilitation Counseling or in one of the Behavioral Sciences; **OR**
- be certified by the Commission on Rehabilitation Counselor Certification as a Certified Rehabilitation Counselor (CRC); **OR**
- a Bachelor's degree in a Behavioral Science **and** one year of experience as described below; **OR**
- an Associate's degree in Human Services **and** four years of experience as described below; **OR**
- thirty-six (36) quarter hours in Human Services coursework **and** four years of experience as described below. *To receive credit for this coursework, you **must** submit a photocopy of your transcripts.*

Experience for this classification is defined as:

1. Vocational/Employment or Career Counseling which included at least four (4) of the following:
 - 1:1 career counseling
 - interviewing
 - analysis of jobs and labor markets
 - interpretation of tests/vocational assessments
 - conducting job club/job seeking workshops
 - school-to-career transition planning
 - Counseling and Guidance identifying barriers in obtaining employment and strategies to overcome;**AND**
2. Experience working with persons with disabilities which included at least three (3) of the following:
 - analyzing barriers and developing solutions
 - job readiness skill training such as interviewing skills, resume preparation, etc.
 - case management and documentation
 - resource management (funds and services)
 - interagency coordination
 - job development and placement
 - advocacy for persons with disabilities

BEHAVIORAL SCIENCES

Social Work, Social Services, Human Services, Anthropology, Child Development, Corrections, Criminal Justice, Education, Gerontology, Health, Mental Health, Public Health, Psychology, Counseling, Special Education, Sociology, Theology, Vocational Evaluation, Educational Psychology, Educational Counseling, and Rehabilitation Services

HUMAN SERVICES COUNSELING AND GUIDANCE

One-to-one counseling to identify client's goals and to problem solve with client on how to reach those goals.

VOCATIONAL EVALUATION

Providing a comprehensive analysis to determine rehabilitation needs and assist in vocational planning.

JOB DEVELOPMENT AND PLACEMENT

Contacting employers to develop and/or identify job opportunities to assist clients in obtaining and maintaining suitable employment.

ANALYSIS OF WORK CAPACITY BASED UPON MEDICAL AND/OR PSYCHOLOGICAL ASPECTS OF DISABILITY

Utilizing a wide range of medical and/or psychological data to determine an individual's functional capacity.

HUMAN SERVICE CASE LOAD MANAGEMENT AND DOCUMENTATION

Planning, documenting, delivering, and monitoring provisions of services and expenditures of funds.

VOCATIONAL COUNSELING

Utilizing vocational evaluation information to explore vocational options, identify barriers, and problem solve strategies to achieve employment.