GENERAL DESCRIPTION OF CLASS

The VOCATIONAL REHABILITATION COUNSELOR (ENTRY) receives orientation and training in providing rehabilitation services and career and vocational counseling to eligible vocationally handicapped individuals to return them to, or help them acquire, gainful employment, and self-sufficiency.

DISTINGUISHING FEATURES

This is the first level of a three-level series. It is distinguished from the higher level by the closeness of supervision and responsibility for learning and developing the principles and practices used in counseling and providing services to clients of the agency. The Vocational Rehabilitation Counselor (Entry) will be used as an underfill class for existing Vocational Rehabilitation Counselor positions. The training period is determined by the agency based on the employee's background and level of proficiency as assignments increase in difficulty.

DUTIES AND RESPONSIBILITIES

1. **Caseload Management.** Typical tasks: under the guidance of a supervisor and/or Vocational Rehabilitation Counselor, screens, interviews, and evaluates referrals to determine potential eligibility for services; may make referrals to other resources as appropriate; interviews clients to assess family background, prior work experience and education, disability, and functional limitations; determines needs and coordinates medical and psychological assessments with physicians, psychiatrists, and medical/psychological consultants; schedules aptitude and personality/interest tests and provides interpretation of results; determines physical restoration requirements (e.g., surgery, physical therapy, artificial limbs, hearing aids) necessary for employability; determines training necessary for employability; coordinates needed services with other agencies and organizations, such as county mental health, schools, rehabilitation facilities; provides career and vocational counseling to clients; develops and implements rehabilitation plans with each client and tracks progress through successful termination of the case.

2. **Fiscal Management.** Typical tasks: under the guidance of a supervisor and/or Vocational Rehabilitation Counselor manages the assigned caseload budget; makes and justifies decisions for the expenditure of funds to meet specific individual client needs such as physical restoration or training; follows established procurement and documentation procedures to be consistent with agency, State, and Federal policy; identifies and utilizes other financial resources to maximize the use of agency funds.

3. **Job Placement.** Typical tasks: contacts local employers to become familiar with local job market; educates local employers about the Vocational Rehabilitation Division program and goals and employment incentives; advises and assists employers of appropriate job modifications to accommodate handicapped workers; contacts employers to place clients in employment suitable to their needs such as on-the-job training, supportive work, and selective job placement; counsels clients in job search skills necessary for employment such as interviewing techniques, grooming, and dressing appropriately for interviews, completing job applications, and resumes.

4. **Administrative Duties.** Typical tasks: under the guidance of a supervisor and/or Vocational Rehabilitation Counselor maintains documentation and files on each client in the caseload including...
data on medical history, diagnosis and assessment, psychological assessment, work history, family background, interest and aptitude test results, rehabilitation plans, and ongoing documentation of the case history; serves on committees to explore issues which affect clients of the agency; collects and analyzes data related to caseload for statistical reports for the agency.

5. **Public Relations.** Typical tasks: represents the agency and the disabled to the community and public and private agencies by serving on boards, by attending conferences and community events, by advising agencies on how they can provide services or improve their services to the handicapped, and by maintaining working relationships with a broad range of agencies and organizations such as school districts, community colleges, sheltered workshops, county mental health organizations, (e.g., Private Industry Counsel, Association of Retarded Citizens, Mentally and Emotionally Disabled Advisory Council, county and private alcohol and drug recovery programs, private rehabilitation organizations, insurance carriers, Easter Seals, Cystic Fibrosis Foundation, Displaced Homemakers) and other State and Federal agencies.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have regular telephone and in-person contact with handicapped clients to assess disability and establish a rehabilitation plan which ultimately allows the client to return to work; with local employers to secure jobs for clients; with physicians, psychiatrists, psychologists, and medical consultants to assess clients’ physical, mental, and intellectual status; and with a broad range of social service agencies and organizations to coordinate services to clients.

**SUPERVISION RECEIVED**

Employees in this class receive close supervision from an administrative superior through a review of case files which includes rehabilitation plans, case histories and summaries, budgets, employer contacts, and modifications to and progress of client rehabilitation plans. Work is also reviewed through daily discussions of client cases. Work must comply with State and Federal laws, policies, and regulations regarding services to injured and handicapped clients and documentation requirements, manuals regarding client services and budgets, and State and Federal laws pertaining to employment practices and civil rights.

**GENERAL INFORMATION**

Positions in this class are primarily found in agencies dealing with vocationally handicapped individuals and require the willingness to work in the environment associated with the positions’ location and purpose. This includes the willingness to work with hostile and angry clients and the willingness to travel, with occasional overnight stays.
KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of physical, mental, emotional, and learning impairments and the effect that such impairments have on functional performance.
Basic knowledge of commonly accepted treatments for mental and/or physical impairments.
Basic knowledge of occupations and labor market trends.

Skill in interviewing and providing vocational guidance, job analysis, vocational evaluation, or job development and placement.
Skill in communicating verbally and in writing with a variety of people answering questions and explaining information or decisions.

Ability to utilize the principles and practices used in counseling and in the provision of services to vocational rehabilitation clients.
Ability to develop rehabilitation plans for vocational rehabilitation clients.
Ability to work within specific agency programs, operations, policies, and procedures affecting assigned work.
Ability to coordinate the provision of services to clients with other agencies and organizations.
Ability to manage a caseload.
Ability to counsel, motivate, and inspire clients.
Ability to interpret and analyze commonly used psychometric tests (intelligence, interest, aptitude, etc.).
Ability to determine efficient budget expenditures and manage a budget.
Ability to write summaries and case narratives for documentation files.
Ability to assess disabilities and work skills.
Ability to collect and analyze data and make appropriate decisions.
Ability to read and evaluate medical and psychological reports.
Ability to market handicapped clients' skills and abilities to potential employers.
Ability to develop and maintain effective working relationships with local employers and community social service agencies and organizations.
Ability to organize and put work in priority order.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA’s. No attempt is made to describe every KSA required for all positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.