

## GENERAL DESCRIPTION OF CLASS

The VOCATIONAL REHABILITATION COUNSELOR provides rehabilitation services and career and vocational counseling to eligible vocationally handicapped individuals to return them to, or acquire, gainful employment, and self-sufficiency.

## DISTINGUISHING FEATURES

This is the second of a three-level series. It is distinguished from the lower level by having responsibility for providing fully proficient, journey-level rehabilitation services to clients. It is distinguished from the higher level by the absence of training and consultative responsibilities.

## DUTIES AND RESPONSIBILITIES

- 1.Caseload Management.** Typical tasks: 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 need and coordinates medical and psychological assessments with physicians, psychiatrists, and medical/ psychological consultants; schedules aptitude and personality/interest tests and interprets results of tests; 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: manages 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 agency programs, 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: maintains documentation and files on each client in the caseload including 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 impact 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, attending conferences and community events, 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 Council, 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 general supervision from an administrative superior through review of a sample 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 informal discussions of specific 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 position's 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)**

General knowledge of Federal and State laws, rules, regulations, policies, and procedures applicable to the vocational rehabilitation program.

General knowledge of physical, mental, emotional, and learning impairments and the effect that such impairments have on functional performance.

General knowledge of commonly accepted treatments for mental and/or physical impairments.

General knowledge of occupations, job skills, and labor market trends.

General knowledge of medical terminology.

General knowledge of community resources providing client referral.

General knowledge of interviewing, counseling, guidance, and job placement techniques.

Basic knowledge of prosthetics and orthotics.

Skill in developing vocational rehabilitation plans and providing vocational rehabilitation services to physically or mentally handicapped clients.

Skill in analyzing, evaluating, and synthesizing complex medical, legal, and vocational evidence and data.

Skill in providing career, vocational, and rehabilitation counseling.

Skill in interpreting and applying laws, rules, and regulations about vocational rehabilitation.

Skill in communicating orally and in writing with a variety of people to answer questions, to explain services, decisions, and programs.

Skill in assessing disabilities, behaviors, and work skills of vocationally handicapped individuals.

Skill in determining efficient budget expenditures and managing a budget.

Skill in identifying, interpreting, and applying information from a variety of resources.

Ability to interpret and analyze commonly used psychometric tests (intelligence, interest, aptitude, etc.).

Ability to write case narratives for documentation files.

Ability to organize, put work in priority order, and manage time to accomplish assigned tasks.

Ability to motivate and inspire clients.

Ability to market handicapped client skills and abilities to potential employers.

Ability to identify and overcome obstacles which may prevent client's success (e.g., inappropriate job skills, no resume training, etc.).

**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.