

GENERAL DESCRIPTION OF CLASS

The VOCATIONAL REHABILITATION SPECIALIST provides rehabilitation services and career and vocational counseling to eligible, severely vocationally handicapped individuals to return them to, or acquire, gainful employment and self-sufficiency. Employees in this class serve as consultants to field staff regarding services/resources for the severely disabled. The Vocational Rehabilitation Specialist organizes, coordinates, and provides training on vocational implications of severe disabilities and rehabilitation engineering to Basic Vocational Rehabilitation and Independent Living Rehabilitation staff.

DISTINGUISHING FEATURES

This is the third of a three-level series. It is distinguished from the lower levels by having consultation and training 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 Vocational Rehabilitation Division program and goals and employment incentives; advises and assists employers on appropriate job, equipment, and facility 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, 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, Children's Services Division, Mental Health Division, Employment Division, Parole and Probation, and Social Security Administration; serves as a consultant to private industry with regards to job site modifications and accessibility issues.

6.Consultation. Typical tasks: provides consultation services to staff on vocational aspects of severely disabled, rehabilitation engineering, and recommends resources to be used; assists in compiling and updating agency resource library relative to severely disabled.

7.Training. Typical tasks: organizes, coordinates, and provides training on rehabilitation technology, and vocational aspects of severe disabilities; contributes articles on vocational issues of severe disability.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular telephone and in-person contact with severe handicapped clients to assess disability and establish a rehabilitation plan which ultimately allows the client to return to work or self-sufficiency. Employees will regularly contact local employers to secure jobs for clients; physicians, psychiatrists, psychologists, and medical consultants to assess clients' physical, mental, and intellectual status; and 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.

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 physical impairments.

General knowledge of occupations and labor market trends.

General knowledge of community resources providing client referral.

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

General knowledge of vocational aspects of severe disability.

General knowledge of medical terminology.

General knowledge of prosthetics and orthotics.

General knowledge of rehabilitation engineering.

General knowledge of vehicle modification and medical equipment.

General knowledge of Section 504 of Rehabilitation Act (Architectural barriers).

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

Skill in analyzing and evaluating 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 related to vocational rehabilitation.

Skill in communicating orally and in writing to explain services and programs.

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

Skill in writing comprehensive reports, assessments, and written recommendations to assist counselors.

Skill in problem solving, decision making, and facilitating client's choices.

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

Ability to write case narratives for documentation of files.

Ability to organize and put work in priority order.

Ability to establish a positive rapport, motivate, and inspire clients.

Ability to communicate with physicians, psychologists, attorneys, other professional workers, and family members.

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

Ability to deal with anger and hostility of clients.

Ability to write comprehensive consultation reports.

Ability to facilitate client's vocational planning.

Ability to coordinate services with other agencies.

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.