The VOCATIONAL REHABILITATION COUNSELOR/SPECIALIST series provides rehabilitation services and career and vocational counseling to eligible disabled individuals to return them to, or acquire, gainful employment, and self-sufficiency. Completes the evaluation, eligibility determinations, determines the nature and scope of services and develops an individualized plan for employment.

Vocational Counseling: Typical task: Describes services of the vocational rehabilitation program, evaluates referrals and conducts interviews to determine potential eligibility for services; obtains prior work experience and education, disabilities, functional limitations, and develops individualized occupational goals to accommodate existing medical and/or psychological conditions as documented by medical provider. Analyzes an individual’s interests, abilities, aptitudes, concerns, resources, and labor market. Implements individualized rehabilitation plans to include rehabilitation and assistive technology, accommodations, or customized on-the-job supports and tracks progress through closure. Utilizes clinical judgement and counseling theory to see that VR services do not result in training or a job which exacerbates the disability condition or exceeds the severely reduced work tolerances specific to that individual. Schedules intermediate and long-range objectives, revises or amends the plan of services as necessary. Coordinate community resources and/or services.

Caseload Management. Typical tasks: Gathers, analyzes, and synthesizes comprehensive medical, educational, vocational, and/or psychological information obtained from each client during the intake process, determines and documents eligibility or ineligibility based on appropriate regulations, identifies barriers to employment related to the clients disability, plans the most appropriate program which will meet the client’s vocational rehabilitation needs, develops and signs Individual Plan for Employment (IPE) for case record, prepares case memoranda, periodic or annual reviews of the IPE, documents major amendments of the client’s program, prepares authorizations or purchase requests for direct client services and ensures that the case record is documented relative to client’s eligibility for and utilization of similar programs, provides case documentation relative to case closure and provision of post-employment services in each case.

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; develops and implements rehabilitation plans with each client and tracks progress through successful termination of the case.

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.

Job Placement. Typical tasks: contacts employers to provide information regarding appropriate job modifications to accommodate disabled workers; contacts employers to place clients in employment suitable to their needs such as on-the-job training, supportive work, and selective job placement; counsel's
clients in job search skills necessary for employment such as interviewing techniques, interpersonal skills, appropriate workplace conduct, grooming, and dressing appropriately for interviews, completing job applications, and resumes. May facilitate job placement in conjunction with the use of contracted job developers and coaches. Maintains close contact with clients during job training and placement to resolve problems which occur during employment.

**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.

**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 disabled, and by maintaining working relationships with a broad range of agencies and organizations such as school districts, community colleges, county mental health organizations and other State and Federal agencies.

**DISTINGUISHING FEATURES AND RESPONSIBILITIES**
The Vocational Rehabilitation Series has two professional level classifications and one entry.

**Vocational Rehabilitation Counselor (Entry)**
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) is as an under-fill class for 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.

**Vocational Rehabilitation Counselor**
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. Severe and complex client cases require the greater degree of knowledge, clinical judgement, and originality to obtain diagnostic evaluation(s) and identify a suitable occupational goal with customized, intensive services. It is distinguished from the higher level by the absence of training and consultative responsibilities.

**Vocational Rehabilitation Specialist**
Employees in this class serve as consultants to field staff regarding services/resources for individuals with disabilities. The Vocational Rehabilitation Specialist organizes, coordinates, and provides training on vocational implications of severe disabilities and rehabilitation engineering to Vocational Rehabilitation Counselors and Independent Living Rehabilitation staff. The Vocational Rehabilitation Specialist handles consultation and training regarding individuals with the most complex disabilities. VR Specialists consult and train evidence-based techniques and clinical knowledge of physical and mental disabilities to enhance the individual’s capacity to participate in part-time or full-time gainful employment. It is distinguished from the lower levels by having consultation and training responsibilities.

**Vocational Rehabilitation Counselor (Entry)**
A Master's degree in Rehabilitation Counseling or in one of the Behavioral Sciences; OR
A Bachelor's degree in a Behavioral Science AND one (1) year of experience in vocational rehabilitation related services; OR an Associate's degree in Human Services AND two and a half (2.5) years of work experience providing vocational rehabilitation-related services.
To receive credit for this coursework, you must submit a photocopy of your transcripts.
On your application, be specific in addressing when and where the courses and field work were completed.

**Knowledge and Skills:**
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.

**Vocational Rehabilitation Counselor**
A Master's degree in Rehabilitation Counseling; or be certified by either the Commission on Rehabilitation Counselor Certification as a Certified Rehabilitation Counselor (CRC), the Certified Insurance Rehabilitation Specialist (CIRS), or the Certification of Disability Management Specialists Commission as a Certified Disability Management Specialist (CDMS), and six months’ full-time work experience providing vocational rehabilitation-related services; OR

A Master's degree in psychology, counseling, or a field related to vocational rehabilitation (such as one that promotes the physical, psychosocial, or vocational well-being of individuals with disabilities) AND one (1) year full-time work experience providing vocational rehabilitation-related services, OR

A Bachelor's degree in a related field, such as one that promotes the physical, psychosocial, or vocational well-being of individuals with disabilities, and two (2) years of full-time work experience vocational rehabilitation-related services.

There is no direct experience substitute for a Bachelor’s degree.

To receive credit for this coursework, you must submit a photocopy of your transcripts.

**Knowledge and Skills:**
Knowledge of Federal and State laws, rules, regulations, policies and procedures applicable to the vocational rehabilitation program.
Knowledge of physical, mental, emotional, and learning impairments and the effect that such impairments have on functional performance.
Knowledge of commonly accepted treatments for mental and/or physical impairments.
Knowledge of occupations, job skills, and labor market trends.
Knowledge of medical terminology.
Knowledge of community resources providing client referral.
Knowledge of interviewing, counseling, guidance, and job placement techniques.
Knowledge of prosthetics and orthotics.
Knowledge of case management practices.
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
Skill in determining efficient budget expenditures and managing a budget.
Skill in identifying, interpreting, and applying information from a variety of resources.
Vocational Rehabilitation Specialist

Four (4) years of experience as a vocational rehabilitation counselor providing services, in accordance with the Rehabilitation Act of 1973 As Amended, and WIOA Workforce innovation and opportunity act and other federal rehabilitation regulations, which includes interviewing, counseling, assessing, evaluating, writing rehabilitation plans, and placing persons with disabilities in suitable employment. Two years of the required experience must show skill in applying vocational aspects of complex disabilities involving one or more of the following disabilities or processes:

- head injuries
- long-term psychiatric illnesses
- developmental disabilities
- spinal cord injuries
- blind, vision loss or visually impaired
- deaf or hearing impairments
- traumatic brain injuries
- school-to-work transition
- caseload management
- multi-cultural approaches in vocational rehabilitation

Knowledge and Skills:
Knowledge of Federal and State laws, rules, regulations, policies, and procedures applicable to the vocational rehabilitation program.
Knowledge of physical, mental, emotional, and learning impairments and the effect that such impairments have on functional performance.
Knowledge of commonly accepted treatments for mental and physical impairments.
Knowledge of occupations and labor market trends.
Knowledge of community resources providing client referral.
Knowledge of interviewing, counseling, guidance, and job placement techniques.
Knowledge of vocational aspects of severe disability.
Knowledge of medical terminology.
Knowledge of prosthetics and orthotics.
Knowledge of rehabilitation engineering.
Knowledge of vehicle modification and medical equipment.
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 individuals with disabilities.
Skill in writing comprehensive reports, assessments, and written recommendations to assist counselors.
Skill in problem solving, decision making, and facilitating client's choices.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for all positions in these classes (this class). Additional KS requirements will be explained on the recruiting announcement.

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