



State of Oregon Position Description

Company: Commission for the Blind
Organization: Rehabilitation - OCB
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Vocational Rehabilitation Specialist	Job Profile ID:	C6648
Business Title:	Vocational Rehabilitation Counselor Specialist	Position ID:	000000040355
Employee Name:		Company ID:	58500
Representation:	OAS	Budget Auth No:	567660
Location:	Portland OCB		
Supervisor:	Angel Hale (Business Operations Manager 1)		
Position:	Vocational Rehabilitation Specialist		
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Commission for the Blind (OCB) provides vocational rehabilitation and independent living services to Oregonians who experience vision loss. The Commission is governed by a 7-member Commission that are Governor-appointed/Senate-confirmed.

The OCB mission is to empower Oregonians who are blind to fully engage in life. We fulfill this mission by administering federal and state-funded vocational rehabilitation and independent living programs that support Oregonians who are blind or visually impaired in going to work and living independently in their homes and communities.

The Agency's core values include:

- Customer service – Dedication to meeting the needs of our clients and customers and to honoring our commitments;
- Leadership – Being open and authentic, and lifting others up while building consensus towards a common goal;
- Integrity – Meeting commitments, acting responsibly with public and personal trust and being accountable for words and actions;
- Professionalism – Embodying a commitment to quality and pride in our work;
- Operational excellence – Striving for the highest quality and for continuous improvement;

- Innovation – Developing creative solutions and putting them into action; and
- Collaboration – Demonstrating an ability to facilitate, negotiate, build consensus, develop strong teams and empower others.

We are committed to ensuring that people have access to options and opportunities and are equipped with the tools and resources they need in order to make meaningful choices for their lives.

The Commission for the Blind has six major program objectives in support of our mission:

1. Helping Oregonians who are blind get and keep jobs that allow them to support themselves and their families;
2. Training Oregonians in skills related to dealing with blindness such as adaptive technology, white cane travel, braille, and activities of daily living;
3. Supporting in school youth who are blind as they transition from high school to further education, training and employment through the provision of pre employment transition services;
4. Helping those senior citizens and individuals who experience vision loss acquire essential adaptive skills so that they may remain independent in their homes and active in their communities;
5. Licensing and supporting business owners who are blind who operate food service and vending operations in public buildings throughout the state; and
6. Assisting Oregon businesses to attract and retain qualified job seekers who are blind as part of their overall hiring and diversity initiatives.

The purpose of this job/position is to provide vocational rehabilitation counseling for eligible clients who experience blindness, assisting them in adjustment to vision loss and providing services that prepare them for employment. Counselors assist clients in identifying training and employment opportunities, and work with employers to develop appropriate employment opportunities.

This role serves as a consultant to field staff regarding services and resources for individuals with disabilities and provides professional consultation and training as needed to support the vocational rehabilitation process for individuals who are blind. This position provides consultation and training on vocational rehabilitation matters to staff within their geographical area of OCB, other state agency staff, medical providers, referral sources and other partners. This role may also train and mentor new hire Vocational Rehabilitation Counselors.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

30% - Essential Function - Counseling and Guidance: Describes services of the vocational rehabilitation program, informs clients of similar programs, jointly develops Individualized Plans for Employment (IPE) with full client choice, monitors progress of client in his/her vocational rehabilitation program in accordance with agreed upon criteria and schedules of intermediate and long-range objectives, jointly agrees upon changes or amendments under the client's plan as necessary.

20% - Essential Function - Arranging and Coordinating Services: Refer clients to a wide range of vocational evaluation, prevocational adjustment to blindness training, similar programs and job development and placement services both within the agency or from community resources as appropriate. Referral to the most appropriate program for each client is based on diagnostic study and evaluation of rehabilitation needs for each client served.

20% - Essential Function - Case Management and Documentation: 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 Rehabilitation Services Administration (RSA) 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 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.

10% - Essential Function - Job Development, Placement and Follow-up: Provides job development and placement of each client in suitable employment which is directly related to the services provided under the IPE, provides or arranges for follow-up services

to employed clients, and ensures that post-employment services are provided on a timely basis if required to maintain continuity of employment.

5% - Essential Function - Professional Growth: Attends in-service training, RSA and other workshops, vocationally focused seminars and reviews relevant research briefs pertaining to Vocational Rehabilitation.

15% - Essential Function - Consulting: Serves as a subject matter expert/consultant to services and resources for individuals with disabilities, including individuals who are blind and experience low vision and individuals with co-existing disabilities. Provides professional consultation and training as needed to support the vocational preparation, job retention and job advancement for individuals who are blind. Assist in supporting the determination of reasonable accommodations for job tasks and other workplace considerations. Coordinates and administers training and education to staff and external partners when necessary. Serves as expert on vocational rehabilitation matters to OCB staff, Education Partners, Institutes of Higher Education, other agencies, medical providers and partners; provides explanation and clarification on related issues.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Works in an office setting, meets with clients in homes, schools and public places. Travels frequently for purposes of contact with clients, employers, other agencies, training sites, etc.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal Rehabilitation Services Administrations law and regulations.
Commission for the Blind Administrative Rules and Statues
Ticket to Work Program Procedures
Section 504 of the Rehabilitation Act of 1973

How are these guidelines used?

1. Used to guide service planning and delivery, as well as allocating money spent on behalf of clients.
2. Provides specific procedures for accomplishing work.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Clients	In Person, by mail, email or telephone	Explain and Deliver services	Daily
Employers	In Person, by mail, email or telephone	Job development and placement	Daily
Family, friends and teachers of clients	In Person, by mail, email or telephone	Explain and deliver services	Daily
General public	In Person, by mail, email or telephone	Explain Services	Daily
OCB Staff	In Person, by mail, email or telephone	Coordinate services, provide training and consultation	Daily
Other agency employees	In Person, by mail, email or telephone	Coordinate services, provide training and consultation	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Vocational Rehabilitation Counselors must make decisions that impact the independence and vocational outcomes of Oregonians who experience vision loss. They work with clients to determine necessary training, medical treatment, and vocational direction.

They determine eligibility, funding levels, counseling methods to be utilized, appropriate communication techniques, etc. Provide subject matter expertise, consultation and training to OCB and external partners related to vocational rehabilitation matters in general and in relation to specific client needs.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Business Operations Manager 1 - SR31	0033002	In Person, by mail, email or telephone	Regularly	Support compliance with appropriate federal and state regulations; performance management and performance evaluations and quarterly check-ins.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area

Biennial Amount

Fund Type

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date