

CLASS TITLE: VOCATIONAL REHABILITATION COUNSELOR I

Class Code: 02843600

Pay Grade: 24A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform routine assessment duties resulting in employment outcomes for individuals with disabilities in connection with a statewide program of vocational rehabilitation; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision of a superior with some latitude for the exercise of independent judgement; work is reviewed in process for conformance to rules, regulations and professional standards.

SUPERVISION EXERCISED: As required, may supervise the work of support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform routine assessment duties resulting in employment outcomes for individuals with disabilities in connection with a statewide program of vocational rehabilitation.

To conduct initial interviews to screen applicants, gather sufficient data, determine eligibility based upon the existence of a disability and make appropriate judgements.

To obtain, analyze, and evaluate medical, psychological, social, vocational, and other pertinent data as part of an evaluation process.

To provide counseling and guidance, and to assist clients in formulating suitable vocational objectives and in identifying barriers to employment.

To determine the assets of the individual with a disability, the nature and scope of the rehabilitation services needed to implement the rehabilitation process, and to assist the individual reaching vocational goals and objectives and achieving employment.

To provide direct and indirect placement services to clients and employers including job analysis, job modifications, and post-employment services.

To maintain accurate and complete case records and detailed written reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and methods used in vocational rehabilitation; a working knowledge of various disabilities and their impact on individuals; working knowledge of labor market and labor related issues; the ability to gather information, conduct interviews, develop and implement employment plans; the ability to prepare reports and make studies; the ability to maintain close working relationships with clients, community agencies and employers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in Rehabilitation Counseling; and

Experience: Such as may have been gained through: employment at a level of a Rehabilitation Counselor in a private or public rehabilitation agency.

Class Created: March 26, 2000

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