

VOCATIONAL REHABILITATION AIDE

NATURE OF WORK IN THIS CLASS:

This is responsible work involved in assisting in the rehabilitation counseling activities of handicapped persons.

Employees in this class perform routine duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists counselor in conducting routine initial interviews with clients in obtaining information; prepares all forms necessary and assists clients in filling out forms.

Contacts clients and sets up appointments to meet with counselor or other appropriate persons; explains purpose of appointments to clients; makes follow-up on clients if appointments are not met; advises counselor of new circumstances affecting the clients.

Delivers and picks up messages, forms, correspondence, reports and other materials to and from clients, medical clinics, hospital and other appropriate institutions or persons.

Transports clients to and from appointment destinations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to maintain an understanding attitude toward handicapped persons.

Ability to deal effectively with handicapped persons.

Ability to learn and apply basic rehabilitation counseling office practices and procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain counselor records and prepare routine reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

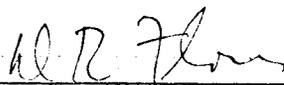
(a) One year of experience in working with handicapped persons and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service
Commission