

VOCATIONAL REHABILITATION COUNSELOR (LEVEL I)

NATURE OF WORK IN THIS CLASS

Performs entry level, routine professional rehabilitation counseling work.

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.)

Counsels persons with disabilities and their families to identify and resolve problems; interviews applicants; arranges for medical and psychological evaluation, vocational testing and/or work evaluation.

Administers and interprets standard psychological tests; determines applicant eligibility for rehabilitation services; plans individualized vocational rehabilitation programs.

Coordinates client training; provides support and direction during the rehabilitation process.

Aids clients in securing employment consistent with their capabilities; conducts periodic visits with clients to report on their progress.

Attends meetings, seminars and training sessions.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the goals and objectives of vocational rehabilitation.

Ability to learn, interpret and apply pertinent laws, regulations, policies, and other program guidelines.

Ability to counsel persons with disabilities.

Ability to administer vocational testing.

Ability to analyze data and situations accurately.

Ability to develop and implement effective rehabilitation plans.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively.

Willingness to pursue and earn a Master's degree in rehabilitation counseling and to obtain professional certification as a Rehabilitation Counselor (CRCC).

MINIMUM EXPERIENCE AND TRAINING

Graduation from a recognized college or university with a Bachelor's degree in rehabilitation, special education, guidance and counseling, psychology, sociology, or related fields.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license may be required.

AMENDED: **OCTOBER 2001**

PAY GRADE: **K**

HAY EVALUATION:	Know How -	E11	175
	Problem Solving -	D3 (29%)	50
	Accountability -	DC1	<u>57</u>
	Total Points:		282

This standard revises and replaces the standard established in July 1980 and amended in September 1984.



LUIS R. BAZA, Executive Director
Civil Service Commission