

**VOCATIONAL REHABILITATION COUNSELOR (LEVEL II)****NATURE OF WORK IN THIS CLASS**

Performs moderately complex 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.)

Conducts and/or coordinates educational or informational outreach programs to locate potential applicants for vocational rehabilitation services.

Interviews applicants; arranges for medical diagnosis to determine the kind and extent of rehabilitation services; counsels clients and their families to identify and resolve problems.

Administers and interprets a battery of psychological tests and determines applicant eligibility for rehabilitation services; consults with eligible clients and plans individualized vocational rehabilitation programs.

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

Places clients in jobs; 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 principles, practices, and techniques of vocational counseling and training.

Knowledge of emotional and psychological problems of persons with physical or mental disabilities.

Knowledge of available community resources.

Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended.

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**

- a. Six months of experience as a Rehabilitation Counselor or equivalent and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, guidance and counseling, psychology, sociology, or closely related field plus 12 semester credit hours earned towards a Master's Degree in rehabilitation counseling; or
- b. Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship.

**NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid driver's license may be required. NOTE: Level I incumbents shall be reclassified (promoted) to Level II upon meeting Level II minimum experience and training, and necessary special qualification requirements.

**AMENDED:                      OCTOBER 2001**

**PAY GRADE:                      L**

<b>HAY EVALUATION:</b>	<b>Know How -</b>	<b>E12</b>	<b>200</b>
	<b>Problem Solving -</b>	<b>D3 (29%)</b>	<b>57</b>
	<b>Accountability -</b>	<b>DC1</b>	<b><u>66</u></b>
	<b>Total Points:</b>		<b>323</b>

This standard revises and replaces the standard established in July 1980 and amended in January 1985.

  
\_\_\_\_\_  
LUIS R. BAZA, Executive Director  
Civil Service Commission