

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

Performs 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.)

Counsels eligible clients toward employment based on an assessment of interest, values, capabilities, and vocational impediments using mutually agreed upon vocational goals; counsels clients and their families concerning disability and self-awareness; assists clients to gain insight into perceptions, emotions and behaviors which have vocational relevance; provides information concerning client rights, federal and local regulations, agency policies and procedures, confidentiality, comparable benefits, community resources, and programs.

Obtains necessary diagnostic information; consults with other professionals concerning consumer needs or issues; determines eligibility for services; develops individual rehabilitation programs based on outcomes of counseling and assessment activities; determines client's need for financial assistance and provides the necessary maintenance and transportation allowances.

Initiates rehabilitation program and monitors ongoing progress; coordinates placement or job retention activities to include preparing and assisting clients with job search, the utilization of community resources, marketing and consulting with employers, and determining the need and arranging for assistive devices or job modifications.

Counsels clients after job placement to ensure satisfactory work performance and the suitability of job match.

Manages caseload to ensure timely service provision; keeps appropriate case records and controls case service expenditures; prepares reports.

May perform case finding and the development of referral and community sources.

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. One year 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 24 semester credit hours earned towards a Master's Degree in rehabilitation counseling; or
- b. Six months of experience as a Rehabilitation Counselor and graduation from a recognized college or university with a Master's degree in rehabilitation counseling

including the completion of required internship, plus enrollment in a Rehabilitation Counselor certification program.

**NECESSARY SPECIAL QUALIFICATIONS**

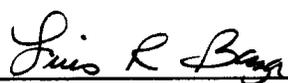
Possession of a valid driver's license may be required. NOTE: Level II incumbents shall be reclassified (promoted) to Level III upon meeting Level III minimum experience and training, and necessary special qualification requirements.

**AMENDED:                      OCTOBER 2001**

**PAY GRADE:                    M**

<b>HAY EVALUATION:</b>	<b>Know How -</b>	<b>E12</b>	<b>200</b>
	<b>Problem Solving -</b>	<b>E3 (33%)</b>	<b>66</b>
	<b>Accountability -</b>	<b>EC1</b>	<b><u>76</u></b>
	<b>Total Points:</b>		<b>342</b>

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

  
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LUIS R. BAZA, Executive Director  
Civil Service Commission