

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

Performs complex professional rehabilitation counseling and evaluation work, including lead 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.)

Provides professional counseling and guidance services to clients in meeting problems of personal, social and vocational adjustment; assists and guides lower level Vocational Rehabilitation Counselors in counseling and evaluation activities.

Reviews and evaluates case records; interprets and analyzes applicant total profile to determine the kind and extent of rehabilitation services; consults with psychiatrists and physicians regarding examination findings; plans and arranges for rehabilitation services.

Confers with public and private employers to establish job opportunities for clients; aids clients in securing employment consistent with their capabilities; determines client's need for financial assistance and provides the necessary maintenance and transportation allowances.

Provides program monitoring and consultation; manages caseload to ensure timely service provision; keeps appropriate case records and controls case service expenditures; holds progress conferences; makes program revisions as necessary.

Reviews and assesses clients who have been referred for vocational evaluation; orients clients to the evaluation process; determines need for additional diagnostic information; administers and/or develops work samples and situational assessments; prepares vocational evaluation reports.

Teaches basic vocational skills and leads groups that are composed of individuals with vastly diverse cultural, educational, emotional, physical and mental abilities and backgrounds; serves as vocational rehabilitation consultant/trainer to the community at large.

Maintains vocational evaluation equipment and supplies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of vocational counseling, evaluation, 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 understand the impact of diagnosis and to interpret diagnostic results.

Ability to administer vocational testing.

Ability to analyze data and situations accurately.

Ability to develop and implement effective plans for vocational placement.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively.

Ability to provide guidance and training.

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 Master's degree in rehabilitation counseling including the completion of required internship; or
- b. Any equivalent combination of experience and training beyond the Master's degree, which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC). Possession of a valid driver's license may be required. NOTE: Level III incumbents shall be reclassified (promoted) to Level IV upon meeting Level IV minimum experience and training, and necessary special qualification requirements.

AMENDED: **OCTOBER 2001**

PAY GRADE: **N**

HAY EVALUATION:	Know How -	F12	230
	Problem Solving -	E3 (38%)	87
	Accountability -	EC1	<u>100</u>
	Total Points:		417

This standard revises and replaces the standard established in July 1980.



LUIS R. BAZA, Executive Director
Civil Service Commission