

VOCATIONAL REHABILITATION COUNSELOR SUPERVISOR**NATURE OF WORK IN THIS CLASS**

Supervises vocational rehabilitation services for individuals with disabilities.

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.)

Supervises rehabilitation counseling and evaluation services under the Division of Vocational Rehabilitation (DVR); plans, organizes, coordinates, and monitors counseling and evaluation activities so as to achieve established goals and objectives.

Plans and implements specialized rehabilitation services or projects; develops and implements expanded opportunities for vocational training and placement.

Confers and coordinates with physicians, hospital staff, and representatives of public and private agencies in determining feasibility for rehabilitation of clients and in carrying out rehabilitation plans; approves expenditures for planned rehabilitation services.

Reviews and analyzes case records for accuracy and completeness; ensures appropriateness of specialized placement or vocational plans; monitors progress of clients in evaluation or training.

Develops and coordinates program planning, evaluation, and training activities; attends conferences and professional meetings; provides direction, guidance, and counseling.

Provides information or technical assistance to public and private agencies, institutions, and community groups concerning the rehabilitation program.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of effective supervision.

Knowledge of vocational rehabilitation programs and services.

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.

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 occupational testing and placement.

Ability to provide guidance and training.

Ability to evaluate operational effectiveness and to recommend or implement changes to improve effectiveness.

Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives.

Ability to communicate effectively.

Ability to understand the impact of diagnosis and to interpret diagnostic results.

Ability to analyze data and situations accurately.

Ability to develop and implement effective plans for vocational placement.

MINIMUM EXPERIENCE AND TRAINING

- a. Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship and at least two years experience as a Vocational Rehabilitation Counselor (Level IV) or equivalent; 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.

AMENDED: **OCTOBER 2001**

PAY GRADE: **P**

HAY EVALUATION:	Know How -	F13	264
	Problem Solving -	E4 (43%)	115
	Accountability -	EC2	<u>132</u>
	Total Points:		511

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



LUIS R. BAZA, Executive Director
Civil Service Commission