

## VOCATIONAL REHABILITATION WORKER

NATURE OF WORK IN THIS CLASS:

This routine sub-professional work involved in providing general support services to handicapped clients.

Employees in this class perform routine sub-professional duties independently after initial training and work under closer supervision on a variety of more complex assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Conducts routine initial interviews with applicants for vocational rehabilitation to obtain information concerning the applicants physical or mental condition, social and economic situation, attitudes and aptitudes, work experience, education, personality traits and other background information.

Arranges appointments with physicians, psychologists and other professional persons to assist in the total evaluation of an applicant.

Reviews case records for purposes of counseling clients and updating cases.

Prepares authorizations for services such as training, supplies and other related requirements.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and techniques of interviewing.

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

Ability to learn and apply the vocational rehabilitation programs of the territory and the scope of services rendered by the division and other related agency.

Ability to record and summarize information gathered through personal interview.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

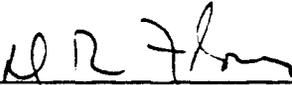
MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in working with handicapped persons or closely related field and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director,  
Civil Service Commission