

Health and Human Services Enterprise
Position Description (Revised 7 2 12)

TO: accessHR Classification Office

I. POSITION DATA:	
Position Number(s):	
Functional Job Title:	Vocational Rehabilitation Counselor I or Transition Vocational Rehabilitation Counselor I, as assigned
Class Title:	Vocational Rehabilitation Counselor I
Class Number:	5062 R1 (VRC) or 5062 T1 (TVRC)
Salary Schedule/Group:	B16
FLSA Status:	Non-exempt
Work Location:	
HHSAS Department Name:	
HHSAS Department ID Number:	
Bureau/Facility/Division:	Division for Rehabilitation Services
Agency:	Department of Assistive and Rehabilitation Services
II. IMMEDIATE SUPERVISOR OF POSITION:	
Supervisor's Name:	
Supervisor's Employee ID Number:	
Supervisor's Position Number:	
Supervisor's Phone Number:	
III. GENERAL DESCRIPTION:	
Brief Job Description:	
<p>The Counselor I performs work in support of the mission, goals and values of DARS, and applies critical thinking skills and sound decision making in performance of routine rehabilitation work in one or more program areas: Vocational Rehabilitation (VR) including transition from high school to adult VR services, and or Independent Living (IL) and/or Comprehensive Rehabilitation Services (CRS). Work is performed using the DARS electronic case management system. The Counselor I is hired by the Area Manager (AM) with the approval of the Regional Director (RD), and works independently, with moderate supervision by the AM. The Counselor I will require substantial coaching and mentoring.</p> <p>Work performed supports employment or other defined outcomes for people with disabilities by:</p> <ul style="list-style-type: none"> • Developing and maintaining relations with community referral sources, businesses, employers and schools as applicable. • Collecting and analyzing all information necessary to make an accurate eligibility decision (e.g. medical, psychological, school records, employment records, etc.) 	

- Assisting the consumer in choosing an appropriate employment or other rehabilitation goal by analyzing information to determine the consumer's strengths, resources, priorities, concerns, abilities, capabilities and interests, and matching that information to the current job market, as appropriate.
- Working collaboratively with the consumer to develop a plan of services designed to achieve the consumer's identified goals.
- Ensuring timely, cost-effective provision of services and consumer progress toward achievement of their goal.
- Developing and implementing a process leading to successful job placement or other planned outcome.

The Counselor I applies best value purchasing practices and uses available comparable benefits and services to ensure effective use of public funds.

During the first year of employment, the VRC I participates in a number of mandatory training activities.

Performs other duties as assigned and required to meet the mission and goals of the department and division.

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Approved By:

Date Approved:

IV. ESSENTIAL JOB FUNCTIONS (EJF): List in order of importance the essential job functions. Following each EJF, indicate in parentheses () the percentages of time spent. Percentages should be in increments of 5% and not exceed 100%.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

1. Accurately determines eligibility for DARS services. (5%)
2. Demonstrates quality standards throughout the eligibility assessment process. (5%)
3. Provides counseling and guidance to support consumer informed choice. (10%)
4. Demonstrates quality standards in counseling and guidance by maintaining active and meaningful partnerships with consumers throughout their cases. (10%)
5. Supports the consumer through the assessing and planning process to identify an appropriate rehabilitation goal and services. (10%)
6. Demonstrates quality standards by engaging the consumer in the assessing and planning process to identify consumer needs and strategies to address them. (5%)
7. Provides reasonable and necessary planned services and appropriately closes cases, or transitions cases to adult VR. (10%)
8. Demonstrates quality standards in implementation of the consumer's plan. (10%)
9. Accurately determines and documents level of significance of consumer's disability. (5%)
10. Contributes to the success of the unit by meeting individual performance goals, and establishing and maintaining productive relationships with businesses and/or school, as applicable. (15%)
11. Applies sound decision making and best value purchasing principles to consumer purchases. (10%)
12. Serves as a team leader to technicians and/or other staff working together toward a common goal. (5%)

Total Time Spent:	100%
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V. LICENSURE, CERTIFICATION, OR REGISTRATION REQUIRED:

List the licensure, certification, or registration required to perform this job:

- A master's degree in rehabilitation counseling, or a closely related field with specific coursework; or
- Other master's degrees or Ph.D. with specific coursework; or
- current Certified Rehabilitation Counselor (CRC) certificate from the Commission on Rehabilitation Counselor Certification (CRCC); or
- current licensure for Licensed Professional Counselors (LPC).

Applicants hired without these credentials will be required to meet standards within the timeframe agreed to at employment.

(Although preferred, counselors hired and assigned to an Independent Living Services Caseload are not required to meet these educational requirements).

VI. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

List the knowledge, skills, and abilities critical to performance in this position:

- Ability to apply critical thinking and problem solving skills to barriers encountered throughout the rehabilitation process.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to plan, organize and achieve goals.
- Ability to understand and apply policies and procedures.
- Ability to conduct consumer interviews.
- Ability to engage the consumer in an active and meaningful partnership throughout the rehabilitation process.
- Ability to apply the rehabilitation process.
- Ability to gather, evaluate and analyze information used in the rehabilitation process.
- Skilled in using a computer in a windows environment.
- Knowledge of counseling techniques as used in the rehabilitation process.
- Knowledge of vocational and other assessments (e.g. Independent Living) of rehabilitation needs.
- Knowledge of assistive technology for people with disabilities.
- Knowledge of job placement techniques.
- Knowledge of available community resources and comparable benefits.
- Knowledge of occupational requirements and labor market trends.
- Knowledge of vocational aspects of physical and mental disabilities.

Additional KSAs applicable to Rehabilitation Counselors for the Deaf:

- Knowledge of communication strategies for people who are deaf or hard of hearing.
- Knowledge of aspects of deaf culture.
- Ability to communicate in a conversational mode utilizing various forms of manual communication (ASL, PSE, English).

VII. ENVIRONMENTAL/HAZARD DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Place an 'X' after all work site and environmental conditions that apply to this job.

A. Working:

Travel (indicate % of time):	Irregular hours.
Indoors.	Outdoors.
On ladders or scaffolding.	With sharp instruments.
With moving vehicles/objects.	With hands in water.
Around machines with moving parts and objects.	With fire, boilers, or large hot stoves.
Other (specify):	

Place an 'X' after all work site and environmental conditions that apply to this job.

B. Exposure to:

Excessive heat.	Excessive cold.
Excessive humidity.	Excessive dampness.
Dry atmosphere.	Excessive noise.
Constant noise.	Dust/mites.
Fumes, smoke, or gases.	Grease, oils, and combustibles.
Acidic/caustic solutions.	Silica, asbestos, etc.
Cleaning supplies/abrasives and solvents (degreasing agents).	Pesticides.
Human blood, body fluids, tissue or wastes.	Animal blood, body fluids, tissue or wastes.
Biomedical waste.	Biological agents.
Electrical energy.	Radiant energy.
Vibration.	Other (specify):

VIII. PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**A. Enter the maximum number of pounds required in the next four blocks:**

Lifting (indicate number of pounds):	Carrying (indicate number of pounds):
Pulling (indicate number of pounds):	Pushing (indicate number of pounds):

B. Place an 'X' after all physical demands required to perform the essential job functions.

Repeated bending.	Reaching above the shoulder.
Simple grasping.	Dual simultaneous grasping.
Finger/manual dexterity.	Sitting.
Standing.	Walking.
Crawling.	Twisting upper body.
Kneeling.	Stooping.
Climbing stairs.	Climbing ladders.
Vision.	Hearing.
Other (specify):	Other (specify):