

CLASSIFICATION: REHABILITATION COUNSELOR I

Class Code: 7615-19

Date Established: 07-01-50

Occupational Code: 7-7-9

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To assist persons with disabilities to increase employment potential and optimize person independence.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides counseling and guidance to persons with disabilities or injuries in order to maximize employment potential and personal independence.
- Obtains various reports regarding an individual's disability in order to assist in the determination of eligibility and the development of a rehabilitation plan for eventual employment.
- Determines if diagnostic testing is needed, and makes arrangements for testing.
- Maintains a documented case file on each client.
- Maintains ongoing communications with area employers in order to make selective job placement of clients.
- Determines appropriate rehabilitative services for promoting client employability.
- Consults with schools and facilities as part of a team in delivering better services to persons with disabilities.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with at least twelve (12) courses or thirty-six (36) credits in social work, psychology, sociology, education, rehabilitation counseling, vocational guidance, human resources, human services, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' professional, paraprofessional, or technical experience in education, vocational guidance, rehabilitation counseling, human resources, workers' compensation, employment services or human services.

License/Certification: Eligibility for New Hampshire driver's license or access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS:

1. Individuals hired at the level of Rehabilitation Counselor I agree, as a condition of hire, to pursue a plan of action developed within six months of the date of hire that will ensure they qualify for the Rehabilitation Counselor II level within 7 years. Until this requirement is met, individuals will not have signature authority to complete eligibility determinations or Individual Plans for Employment. This does not, however, apply to individuals hired into the position of Rehabilitation Counselor I (Benefits), which remains at the "I" level permanently.

RECOMMENDED WORK TRAITS: Thorough knowledge of federal and state laws and regulations and the State Plan regarding vocational rehabilitation. Thorough knowledge of the principles and practices of vocational counseling. Knowledge of individual and group behavior with special emphasis on the psychosocial aspects of disability. Knowledge of current social, economic and health problems and resources with special emphasis on factors related to vocational rehabilitation. Working knowledge of the physical and emotional issues of disability as they affect employment outcomes. Working knowledge of the standard psychometric and occupational tests. Ability to secure and maintain cooperation of physicians, employers, educators and other in rehabilitation work. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.