

**CLASSIFICATION:** REHABILITATION COUNSELOR II

**Class Code:** 7616-21

**Date Established:** 08-11-67

**Occupational Code:** 7-7-9

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To provide comprehensive rehabilitation services to increase employment potential and optimize personal independence for eligible persons with disabilities or works' compensation clients.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Provides counseling and guidance to persons with disabilities or injuries in order to maximize employment potential and person independence.
- Develops individual functional profiles of persons with disabilities or injuries by recommending medical, psychological and vocational evaluations and analyzing information obtained to make eligibility decisions and determine rehabilitation needs.
- Plans, approves and monitors the expenditure of state and federal funds to secure prescribed essential services and commodities as part of the individual's employment plan.
- Manages a client caseload to ensure timely services and follow rehabilitation plans for employment and personal independence.
- Makes detailed investigations and final recommendations on difficult or unusual cases in the determination of eligibility for services and handles reconsideration or appeal cases.
- Establishes and maintains contacts with area employers, employment services, and other rehabilitation agencies in order to assist clients in employment opportunities.

---

**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 expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**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 coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**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:**

(1) Master's degree from an accredited college or university in Rehabilitation Counseling;

**OR**

(2) Master's degree from an accredited college or university in Counseling\* and four (4) specific graduate level courses (aka core courses), one in each of the following:

- a. One course on Assessment
- b. One course on Occupation Information or Job Placement
- c. One course on Medical or Psychosocial and Cultural Aspects of Disabilities
- d. One course on Community Resources or Delivery of Rehabilitation Services

*\*The master's degree must be in the field of counseling. Examples of degrees that may be considered as a master's in counseling or as counseling-related may include, but are not necessarily limited to, degrees in rehabilitation, special education, social work, and psychology. If the degree is in a counseling discipline other than rehabilitation counseling, a course on the Theories and Techniques of Counseling, as defined by the Commission on Rehabilitation Counselor Certification (CRCC), must be part of the degree requirements. Other required courses may be taken as part of or in addition to the original master's degree.*

**OR**

3) Master's degree from an accredited college or university in Behavioral Health, Psychology, Behavioral Science, Psychometrics, Disability Studies, Rehabilitation, Human Relations, Social Work, Human Services, Special Education, Marriage and Family, Vocational Assessment/Evaluation, and Occupational Therapy and six (6) specific post-graduate graduate level courses (aka core courses), one in each of the following:

- a. One course on Assessment
- b. One course on Occupation Information or Job Placement
- c. One course on Medical or Psychosocial and Cultural Aspects of Disabilities
- d. One course on Community Resources or Delivery of Rehabilitation Services
- e. One course on Theories and Techniques of Counseling
- f. One course on Foundation of Rehabilitation Counseling

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

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

**RECOMMENDED WORK TRAITS:** Knowledge of federal and state laws and regulations and the State Plan regarding vocational rehabilitation. Knowledge of the principles and practices of vocation counseling. Knowledge of individual and group behavior with special emphasis on psychosocial aspects of disability. Knowledge of current social, economic and health problems and resources with special emphasis on factors related to vocational rehabilitation. Knowledge of the physical and emotional issues of disability as they affect employment outcomes. Knowledge of standard psychometric and occupational tests. Ability to secure and maintain the cooperation of physicians, employers, educators and others 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.