

CLASSIFICATION: REHABILITATION COUNSELOR III

Class Code: 7617-23

Date Established: 12-31-02

Occupational Code: 7-7-9

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To provide case work supervision support and technical assistance to subordinate rehabilitation counselors within a regional office.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides training and guidance to new rehabilitation counselors regarding the implementation of services to clients.
- Countersigns eligibility documentation created by Rehabilitation Counselor I's regarding the development of eligibility determinations.
- Provides assistance to Rehabilitation Counselor I's in the development of individual plans for employment including countersigning plan documentation.
- Develops individual functional profiles of persons with disabilities.
- Analyzes and interprets diverse information to make rehabilitation decisions and determine rehabilitation needs.
- Implements mutually developed individual plans for employment including specific services required to accommodate the employment plan.
- Provides supervision for regional office in the absence of V.R. Supervisor.

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 achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

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 evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

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

License/Certification: Valid 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.