

DESCRIPTION: Under general supervision, performs routine vocational counseling, guidance and placement for individuals with visual impairments and/or other disabilities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is distinguished from the Vocational Rehabilitation Counselor II class by the scope and level of work performed and the amount of independence in which to perform the assigned tasks. Positions allocated to the Vocational Rehabilitation Technician class are responsible to perform a variety of supportive functions in the rehabilitation of persons with visual impairment and/or other disability. Positions allocated to the Vocational Rehabilitation Supervisor class, on a regular and recurring basis, supervise a minimum of three rehabilitation and/or counseling staff.

Positions allocated to the Visually Impaired Orientation Counselor series perform counseling and provided teaching to assist clients in adjusting to blindness.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Conducts interviews to obtain information regarding past employment, education, socio-economic status and personal data toward determination of eligibility for services; confers with clients to discuss options and goals.

Coordinates and arranges for all diagnostic services including general and special medical and/or psychiatric.

Arranges for intelligence, psychological, vocational interest, aptitude testing and other tests and evaluations to obtain information in regards to assessing clients' needs and developing rehabilitation plans.

Conducts counseling interviews, selects appropriate training facilities, arranges for and supervises training and placement.

Provides follow-up services for clients in all aspects of vocational adjustment; monitors and records clients' progress and ensures goals and objectives are met.

Prepares and maintains required reports, correspondence, case files and records.

Develops and maintains relationships with originating agencies, schools, community organizations and public employers.

Participates in in-service training courses, conferences and meetings related to rehabilitation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: vocational rehabilitation counseling methods and techniques; human behavior and performance; medical and mental disabilities and their effects on the rehabilitation process; adaptive equipment available for clients served; principles and procedures for training development and instruction; group behavior and dynamics; basic sign language.

Skill in: interviewing others to collect essential information; communicating to convey information; monitoring and assessing performance and implementing actions; reviewing information to develop options and implement solutions.

Ability to: learn, interpret and apply provisions of the Rehabilitation Act; collect, analyze and evaluate data to apply to the development and implementation of a rehabilitation plan; maintain accurate records; establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in social science, behavioral science, social work, counseling/guidance, vocational rehabilitation, psychology, sociology, human development, education or related area.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).