



# Vocational Rehabilitation Counselor I

Salary Group: B16

Class Code: 5062

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
VOCATIONAL REHABILITATION COUNSELOR I	5062	B16	\$34,918 - \$55,130
VOCATIONAL REHABILITATION COUNSELOR II	5063	B17	\$36,976 - \$58,399
VOCATIONAL REHABILITATION COUNSELOR III	5064	B18	\$39,521 - \$64,449
VOCATIONAL REHABILITATION COUNSELOR IV	5065	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs routine (journey-level) vocational rehabilitation work. Work involves evaluating disabilities, conducting vocational assessments, and developing rehabilitation plans to provide maximum independence and employability. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Evaluates disabilities to determine functional limitations and assets.

Conducts vocational assessments to establish suitable vocational objectives for the client.

Develops and maintains relationships with community referral sources, businesses, employers, and schools.

Develops and implements a system for providing job placement.

Screens individuals to determine eligibility and to ensure that vocational rehabilitation services are appropriate.

Prepares vocational case reports to monitor and record clients' progress to ensure that goals and objectives are met.

Contacts clients and monitors services to ensure timely provision of services and progress to plan completion or employment outcome.

Counsels clients and families to ensure completion of services and resolve problems.

Assists in developing rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.

Assists in managing client service budgets.

May maintain records of vocational rehabilitation assistance provided.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in vocational rehabilitation services. Graduation from an accredited four-year college or university with major coursework in social work, rehabilitation, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of counseling techniques, vocational assessment, job placement and interviewing techniques, and community resources.

Skill in the use of a computer and applicable software.

Ability to promote vocational rehabilitation programs, to use vocational assessment tools, and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Rehabilitation Counselor.