

REHABILITATION COUNSELOR II

Work in this class involves the independent design and administration of a comprehensive plan of vocational rehabilitation or independent living rehabilitation services in support of an individual caseload consisting of mentally or physically disabled clients served by the Divisions of Vocational Rehabilitation or Services for the Blind. Employees are recognized as independent practitioners responsible for the administrative management of a full range of case services which include case activations, development and implementation of written rehabilitation plans, encumbrances from an individual or regional office case budget, mini-centers, and case closures without prior written approval by a higher level supervisor. Work in this class includes the same basic role as the Rehabilitation Counselor I with the independent case management role as the primary distinguishing feature of the work. Employees in this class may be assigned caseloads in settings similar to those of the non-independent Rehabilitation Counselor I, regional hospitals or medical centers, and independent living program office settings. Depending upon setting, employees receive administrative and technical guidance from a Rehabilitation Counselor-In-Charge or a Rehabilitation Administrative Counselor.

I. DIFFICULTY OF WORK:

Variety and Scope – Employees obtain and evaluate medical, social, psychological, vocational and economic data to determine clients' eligibility for services and to structure a plan of rehabilitation. Employees evaluate clients' functional and vocational capacities; independently develop and implement an individualized written rehabilitation plan; determine the need for an issue authorizations for a range of rehabilitative services; and approve disbursements for services from an individual case budget. Employees may activate cases or decide case closures without approval from supervisor.

Intricacy – Authorizations and approval of case services require critical judgments to ensure that allocations of funds are appropriate and that services provided meet the needs of the individual client. Employees integrate a range of diagnostic data in the formulation of a written rehabilitation plan which expresses specific vocational rehabilitation or independent living goals and objectives. Eligibility determinations and recommendations for services require in-depth understanding and analysis of psychosocial and medical data which includes disease etiologies, various mental/physical disabling conditions, and availability of restorative services. Employees exercise considerable discretion in deciding case activation and case closures as well as judging the extent and nature of emotional support necessary for clients to acknowledge and accept their disability or need for services.

Subject Matter Complexity – Work requires knowledge and understanding of basic concepts related to business administration; knowledge of medical and psychological diagnostic techniques and treatment modalities; vocational and independent living rehabilitation theories and principles including client' centered counseling, communication skills, a family/crisis intervention, social adjustment, and independent living rehabilitation services, skills and principles. Work also requires a thorough understanding of current labor market conditions, knowledge of various occupational fields, community resources, and the synthesis of that data into a client service plan.

Guidelines – Employees adhere to agency procedural policies which may vary depending upon the caseload setting. Employees follow guidelines contained in a multi-volume reference library which governs each step in the rehabilitation process. Employees interpret and apply the correct guideline depending upon the unique characteristics of each case. Employees apply federal standards and policies related to vocational and independent living rehabilitation.

II. RESPONSIBILITY:

Nature of Instructions – Daily work is carried out independently without specific direction or guidance from an immediate technical supervisor. Instructions regarding work are usually expressed in terms of broad agency policies and federal mandates for service delivery.

Nature of Review – Employees plan, implement, and approve case services for individual clients with little or no review by an immediate supervisor. Technical and administrative aspects of the work are subject to formal review on a periodic basis by an agency quality development specialist.

Scope of Decisions – Work directly affects individuals receiving vocational and independent living rehabilitation services, family members, and community agencies which directly or indirectly participate in providing services.

Consequence of Decisions – Erroneous decisions regarding expenditure of funds in support of service authorizations would deplete or unnecessarily encumber case service budgets. Errors in assessments of clients' impairments and subsequent authorization of services may result in unwarranted denial of services or provision of inadequate services which would ultimately preclude a return to competitive employment or successful use of independent living objectives.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts – In the planning and delivery of services to clients, employees must relate to a variety of medical and human services agencies/sources in gathering assessment data. Employees have contact with diverse public and private agencies, insurance companies, prospective employers, representatives of community civic organizations, and other helping agencies.

Nature and Purpose – Employees work directly with clients in assessing diagnostic data, arranging services, and providing supportive counseling to encourage clients' understanding and acceptance of their disability. Work requires contacts with professionals in medical or psychological services agencies, housing and community services agencies to gather and discuss assessment data. Employees establish working relationships with public and private employers in developing jobs and encouraging productive employment of clients.

IV. OTHER WORK DEMANDS:

Work Conditions – Employee's may be assigned to regional field offices, correctional, hospital, or mental health facilities.

Hazards – Employees in some settings may work with clients who occasionally exhibit potentially dangerous or erratic behaviors due to a behavioral disorder or to serious anti-social behaviors.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities – In-depth knowledge of accepted practices and principles of vocational and independent living rehabilitation; casework methodology; and techniques of rehabilitation counseling. Considerable knowledge of federal and state laws governing the delivery of rehabilitation services. Thorough knowledge of psychosocial implications related to behaviors and attitudes of physically mentally disabled individuals. Ability to independently manage a variety of caseload activities including case service budgets and case records documentation. Ability to interpret and apply medical/psychosocial data in planning, developing, and implementing rehabilitative services. Ability to analyze and integrate occupational and labor market data in a given geographical area. Ability to establish and maintain effective working relationships with clients, family members, and peer professionals involved in the rehabilitation process.

Minimum Training and Experience – Master's degree in rehabilitation counseling, counseling or a closely related human services field, one year of experience as a Rehabilitation Counselor I and successful completion of the agency's examination requirements for independent counselor status; or,

current certification as a Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification, one year of experience as a Rehabilitation Counselor I and successful completion of the agency's examination requirements for independent counselor status.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.