

VOCATIONAL EVALUATION ASSISTANT

This is paraprofessional work assisting a vocational evaluator in performing an evaluation of a disabled individuals vocational potential. Employees receive and review educational, psychological, medical, socio-economic and vocational history of a client. Under the direction of a vocational evaluator, employees develop an individual evaluation plan, orient clients to the vocational evaluation process and administer, score and interpret a variety of achievement, Interest, and aptitude tests. Employees develop a written report of test results and interpretations for review by the vocational evaluator and participate in staffings with the vocational evaluator, rehabilitation counselor, and client. Employees are responsible for the maintenance and distribution of records and reports. Employees report to a vocational evaluator or other professional staff.

I. DIFFICULTY OF WORK:

Complexity - Under the direction of the vocational evaluator, employees gather and review client referral materials; develop an individual client evaluation plan; orient clients to the vocational evaluation process; administer, score and Interpret a variety of achievement, interest and aptitude tests. Employees develop a written report of the evaluation results and interpretations for review by the vocational evaluator, and maintain and distribute records and reports.

Guidelines - Work is performed within the policies and procedures of the Division of Vocational Rehabilitation and under the direction of the vocational evaluator.

II. RESPONSIBILITY:

Accountability - Employees work directly with clients and other staff in an office setting. Responsibility for the work rests with the vocational evaluator who must review and sign all reports and recommendations.

Consequence of Action - Actions of employees in client observation and orientation to the evaluation process could affect clients' understanding and acceptance of the process and could Indirectly affect the testing outcome.

Review - Work is reviewed daily by the vocational evaluator. Staffings are also held on a regular basis to discuss client evaluations.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Clients have developmental disabilities, emotional disturbances or physical limitations which require an ability to understand and work effectively with clients.

Purpose - Employees explain the vocational evaluation process and provide testing Instructions to clients. Employees provide Interpretations of test results in staffings.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is usually performed in an office setting.

Nature and Potential of Personal Hazards - Employees have contact with clients and other staff which would not, under normal circumstances present any danger. Behavioral problems of some clients* such as aggression, could cause bodily injury.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - General knowledge of testing and how to administer and score a variety of tests. General knowledge of psychology as applied to handicapped persons. Ability to understand and work effectively with handicapped clients. Ability to communicate effectively in oral and written form. Ability to establish community contacts and provide necessary evaluations and follow-ups with various community resources.

Minimum Training and Experience - Graduation from high school and two years experience in a rehabilitation, vocational evaluation, social services or related human services program; or graduation from a two-year associate degree program designed to prepare support personnel for work in a human services program; or an equivalent combination of training and experience.