Vocational Rehabilitation Counselor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
VOCATIONAL REHABILITATION COUNSELOR I	5062	B18	$45,521 - $71,055
VOCATIONAL REHABILITATION COUNSELOR II	5063	B19	$48,244 - $76,028
VOCATIONAL REHABILITATION COUNSELOR III	5064	B20	$51,158 - $81,351
VOCATIONAL REHABILITATION COUNSELOR IV	5065	B22	$57,614 - $93,138

GENERAL DESCRIPTION

Performs vocational rehabilitation work by evaluating disabilities, conducting vocational assessments, and developing rehabilitation plans to provide maximum independence and employability.

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 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.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.*

VOCATIONAL REHABILITATION COUNSELOR I: Performs routine (journey-level) vocational rehabilitation work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and occasionally assist other staff in performing work of greater complexity.

VOCATIONAL REHABILITATION COUNSELOR II: Performs moderately complex (journey-level) vocational rehabilitation work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.

***Note:** A senior-level employee (levels III-IV) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications.*

VOCATIONAL REHABILITATION COUNSELOR III: Performs highly complex (senior-level) vocational rehabilitation work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Administer and interpret aptitude and psychological tests.
- Evaluate job placement adequacy and review client vocational objectives.
- Develop and participate in special projects that affect the field of rehabilitation

VOCATIONAL REHABILITATION COUNSELOR IV: Performs advanced (senior-level) vocational rehabilitation work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Participate in program planning, development, and implementation.
- Study and analyze operations and problems; and prepare reports of findings and recommendations.
- Manage client service budgets.
- Maintain records of vocational rehabilitation assistance provided.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- 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.

Additional for Vocational Rehabilitation Counselor III – IV levels

- Ability to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Rehabilitation Counselor.