



# Vocational Rehabilitation Counselor III

Salary Group: B18

Class Code: 5064

<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
<b>VOCATIONAL REHABILITATION COUNSELOR III</b>	<b>5064</b>	<b>B18</b>	<b>\$39,521 - \$64,449</b>
VOCATIONAL REHABILITATION COUNSELOR IV	5065	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs highly complex (senior-level) vocational rehabilitation work. Work involves coordinating vocational rehabilitation programs, assessments, and activities. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates vocational rehabilitation programs and activities.

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

Administers and interprets aptitude and psychological tests.

Evaluates disabilities to determine functional limitations and assets.

Conducts vocational assessments and evaluates placement adequacy 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.

Develops and participates in special projects that affect the field of rehabilitation.

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

Coordinates the preparation of vocational case reports used 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.

May manage client service budgets.

May maintain records of vocational rehabilitation assistance provided.

May supervise the work of others.

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 assessments, 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, to communicate effectively, and to supervise the work of others.

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

May require certification as a Rehabilitation Counselor.