



# Vocational Rehabilitation Counselor IV

Salary Group: B20

Class Code: 5065

<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
<b>VOCATIONAL REHABILITATION COUNSELOR IV</b>	<b>5065</b>	<b>B20</b>	<b>\$45,158 - \$73,788</b>

## GENERAL DESCRIPTION

Performs advanced (senior-level) vocational rehabilitation work. Work involves evaluating vocational rehabilitation programs, assessments, and activities. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Evaluates vocational rehabilitation programs and activities.

Evaluates disabilities to determine functional limitations and assets.

Evaluates vocational assessments and placements to ensure that vocational objectives for clients are appropriate.

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

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

Participates in program planning, development, and implementation.

Studies and analyzes operations and problems, and prepares reports of findings and recommendations.

Administers and interprets aptitude and psychological tests.

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.

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.

Manages client service budgets.

Maintains 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.