

### Class Concept

Work in this class recognizes a combined role involving the supervision of a small sub-program or satellite office and direct delivery of vocational rehabilitation services to clients. Employees plan and carry out a range of vocational rehabilitation services for an assigned caseload according to the same basic concept described for the Rehabilitation Counselor. Work may be performed within a specific work unit in a large office or a satellite unit office setting geographically removed from a central unit office location including third-party program sites in public schools, hospitals, or local human services agencies. Positions participate in the planning and development of vocational rehabilitation services in a designated setting, but the major responsibility focuses on coordinating the work of a small staff of professional, paraprofessional and/or administrative support positions engaged in caseload activity representing a variety of disabilities. Employees provide training for staff or ensure training is provided. Positions apply policy and regulations to cases and approve the casework of non-independent counselors.

Work may include other related assignments as determined by management. Positions receive administrative and technical guidance from a Rehabilitation Unit Manager.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Intermediate knowledge of accepted practices and principles of vocational rehabilitation, casework methodology and the techniques of rehabilitation counseling
- Intermediate knowledge of federal and state laws governing the delivery of vocational rehabilitation services
- Thorough knowledge of psychosocial implication related to behaviors and attitudes of clients with disabilities
- Ability to independent 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 rehabilitation services
- Ability to independently manage and supervise a small program of rehabilitation services
- Ability to analyze and integrate occupational and labor market data in a given geographic area
- Ability to establish and maintain effective working relationships with clients, family members, peer professional and subordinate professional/support staff

#### Minimum Education and Experience

Master's degree in rehabilitation counseling or counseling from an appropriately accredited institution and two years of experience as a rehabilitation counselor; or

Current certification as a Certified Rehabilitation Counselor by the Commission of Rehabilitation Counselor Certification (CRCC), and two years of experience as a rehabilitation counselor; or an equivalent combination of education and experience.

#### Necessary Special Requirement:

Successful completion of the agency requirements for independent counselor status.