

REHABILITATION REPRESENTATIVE

KIND OF WORK

Entry level professional vocational rehabilitation work.

NATURE AND PURPOSE

Under immediate supervision, provides vocational rehabilitation services to clients with a wide variety of physical, mental and emotional disabilities arising from disease, trauma, or congenital conditions; this includes conducting a comprehensive diagnostic study to recommend to qualified rehabilitation counselors program eligibility; to evaluate clients' potential for rehabilitation; to assist in writing individual rehabilitation plans; to provide rehabilitation services; and by managing case load records. Performs related work as required.

This class differs from the Rehabilitation Counselor Senior in the level of supervisory control. The entry level Rehabilitation Representative's work is closely monitored. The Senior Counselor performs counseling and case management duties with minimal technical review and independently determines program eligibility or priority for services and develops individual written rehabilitation plans. Additionally, a Counselor Senior serves on statewide task forces and committees and represents the Agency to outside organizations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned)

Under the supervision of a qualified rehabilitation counselor, obtains and analyzes data as part of a comprehensive diagnostic study to recommend eligibility for rehabilitation services and identify service delivery needs. The Rehabilitation Representative recommends decisions regarding eligibility, ineligibility, or need for extended evaluation to the qualified vocational rehabilitation counselor so that services are provided to appropriate clients. This is achieved by identifying psychological, intellectual, medical, social and employment information, and capacities and limitations of the client.

Under the direction of a qualified rehabilitation counselor, provides guidance to clients as they work on their written rehabilitation plan which will emphasize clients' vocational or independent living assets. This is achieved by establishing a positive relationship, identifying vocationally related problems, and incorporating assessment data, client data and community resources.

Initiates independent living and/or vocational rehabilitation plan of services so that the goals of the rehabilitation plan can be accomplished. This is achieved by integrating clients' needs and skills with available services and local and regional employer needs.

Performs case load management functions so that services are provided and records are maintained in a timely manner and in accordance with federal and state law, policy, regulation, and procedure. This is achieved by: documenting case records to give evidence of rationale for decisions and services provided.

Manages financial allocations so that agency and client goals are achieved by the most efficient use of available resources. This is achieved by authorizing client financial expenditures and integrating other funding sources into the vocational plan.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Rehabilitation theory and practice sufficient to provide effective assessment and placement services.

Agency programs and community resources sufficient to effectively refer clients to broad range of services.

State and federal guidelines, regulations and criteria sufficient to assist qualified rehabilitation counselor with determining eligibility for rehabilitation services.

Physical and psychological disabilities and their functional impact sufficient to determine vocational handicap.

Budget planning sufficient to manage client and case load expenditures.

Social security laws and regulations pertaining to rehabilitation services and client benefits.

Local/state/national general labor market and employment trends and job requirements sufficient to establishing realistic employment goals for clients.

State and federal regulations regarding Affirmative Action, sub-minimum wage and Targeted Jobs Tax Credit certification, data privacy, and applicant/client rights and responsibilities.

Adaptive equipment and range of job modifications/accommodations appropriate to specific disabilities.

Interviewing techniques sufficient to conduct an effective diagnostic interview and work with qualified rehabilitation counselor to assist the client in completing the rehabilitation plan.

Ability to:

Relate to persons with physical, mental and emotional disabilities.

Communicate orally and in writing sufficient to explain agency programs and services to potential sources of referrals and to potential clients, and to negotiate with employers and service providers.

Rehabilitation Representative

Class Specification

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Read complex information, such as guidelines, regulations, policies and medical and psychiatric reports.

Analyze assessment information sufficient to identify and address the client's personal and/or vocational adjustment needs.

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T.C.: 10/05

Former Title(s): Rehabilitation Counselor