

Vocational Rehabilitation Counselor

Position Title: Vocational Rehabilitation Counselor
Contract Term: 12-month position
Accountable To: Vocational Rehabilitation Director
Salary: \$44,717 - \$48,550

Summary of Position: This position will provide assistance to Voc Rehab clients, providing professional guidance, counseling and placement services. Will meet individually with clients, conducting interviews, to determine eligibility in the program and accommodations needed to succeed. The end goal is to help disabled clients who want to work find suitable employment.

JOB CHARACTERISTICS:

Nature of Work: This position requires a high level of competency in communication, both oral and written; an excellent track record of team work; organizational skills, ability to write thorough reports.

Personal Contacts: This position will require regular contact with clients, supervisor, co-workers and agencies.

Supervision Received: This position will be supervised by the Voc Rehab Director.

Essential Functions: Interview skills, reading and some interpretation of reports, assessment and evaluations. Writing, knowledge of referral sources and case management ability.

RESPONSIBILITIES:

- Completes intake interviews which include assessment of disability, background, history of disability and work skills.
- Create plan of employment for eligible clients.
- Complete paperwork for eligible expenses for clients.
- Maintains confidential records/files for project participants.
- Arranges and interprets assessment of function and diagnostics, provides professional vocational rehabilitation counseling and placement services to voc rehab clients.
- Assists physical and mentally handicapped persons to become vocationally competent.
- Participates in the total rehabilitation of individuals either in a specific caseload including all disabilities of persons who are eligible under State and Federal laws and regulations.
- Develops and maintains an active case-finding program through contracts with agencies, hospitals, physicians, rehabilitation centers, schools and other agencies. Gathers and maintains documents that support disability.
- Interviews applicants for determination of eligible for service, the extent and nature of the handicap, and their need for and the feasibility of their undertaking rehab services; may participate as a member of a treatment team.
- Assists clients in securing employment commensurate with their interests and abilities, follows up to ascertain the permanency of employment.
- Requires frequent/daily contact with the public that will require skilled application of appropriate oral communication and human relation techniques.
- Participates in recruitment and outreach activities.

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- Possess strong networking and communication abilities for working with students, college staff/faculty and community partners.
- Deals tactfully and courteously with the public.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.
- Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: Fosters mutually beneficial relationships with outside agencies, partner programs and training institutions.

Skills: Must be highly accurate in maintenance of records.

Abilities: Ability to be organized, reliable, local and rational under pressure. Must be able to maintain high level of confidentiality. Must be able to communicate effectively orally and in writing, follow verbal and written instructions. Able to work in a fast-paced and deadline-driven work environment. Willingness and ability to work flexible hours to accommodate the needs of the program.

Physical Demands: Will occasionally require long periods of sitting and working on the computer and completing office paperwork. Will infrequently have to lift and carry up to 20 lbs.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Social Work, Psychology, Social Science or Addiction Studies.

PREFERRED QUALIFICATIONS:

- Two years' experience working with clientele.