

REHABILITATION COUNSELOR SENIOR

KIND OF WORK

Professional qualified rehabilitation counseling work.

NATURE AND PURPOSE

Under general supervision, provides rehabilitation counseling 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 determine program eligibility, to evaluate clients' potential for rehabilitation, to develop individualized written rehabilitation plans, and to provide rehabilitation services; and by managing budget and case load records. Performs related work as required.

This class differs from the entry level Rehabilitation Representative in the scope of counseling skills required and in the scope of decision making authority. The entry level Rehabilitation Representative's work is closely monitored. The Senior Counselor performs counseling and case management duties with minimal technical review. Additionally, a Senior Counselor serves on statewide task forces and committees and represents the Agency to outside organizations.

This class differs from Rehabilitation Counselor Career in the level of supervisory control. A Senior Counselor has wide latitude technically, but receives close administrative direction. The Career Counselor has additional responsibility for serving as an expert technical resource to community rehabilitation, social services, and educational organizations, and to other Rehabilitation Counselors. The Career Counselor impacts procedures and policies affecting the delivery of rehabilitation programs within a designated geographical area.

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

Obtains and analyzes data as part of a comprehensive diagnostic study to determine eligibility for rehabilitation services and identify service delivery needs. The Counselor Senior makes a decision regarding eligibility, ineligibility, or need for extended evaluation so that services are provided to appropriate clients. This is achieved by: identifying psychological, intellectual, medical, social and employment information, capacities and limitations; and relating those to eligibility criteria outlined in governing statutes.

Provides guidance and counseling to clients in the development of a written rehabilitation plan which will emphasize clients' vocational or independent living assets. This is achieved by: establishing a positive counseling relationship, identifying vocationally related problems, and incorporating assessment data, client data and community resources into a written rehabilitation plan/program.

Counsels clients regarding vocational barriers and helps them achieve desirable personal and work behaviors and skills. Counsels clients to appreciate and emphasize their personal assets and develop confidence in their skills and abilities and to lessen their fears of working. Counsels clients to recognize and adjust to their disabilities. Facilitates client self-exploration and positive self-growth.

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, local and regional employer needs and through vocational counseling and planning activities.

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 counselor 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: evaluating and recommending costs associated with managing a case budget, authorizing client financial expenditures and integrating other funding sources into the vocational plan.

Contributes on an ongoing basis to area or statewide committees and task forces whose functions include rehabilitation practice, rehabilitation facilities review, and development/revision of agency policies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

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

State and federal guidelines, regulations and criteria sufficient to determine eligibility for rehabilitation services.

Physical and psychological disabilities and their functional impact sufficient to determine vocational handicap and potential to benefit from vocational rehabilitation services.

Budget planning sufficient to manage client and case load expenditures.

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

Independent living eligibility criteria and services sufficient to assist clients in achieving an independent lifestyle.

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.

Counseling techniques sufficient to conduct an effective diagnostic interview and to assist the client in completing the rehabilitation plan

Community resources, training facilities, and public/private agencies serving individuals with disabilities sufficient to represent the Agency on task forces, committees and other work groups.

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.

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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Rev.: 9/89, 10/05

T.C.: 7/67
Former Title(s): Rehabilitation Counselor III