

REHABILITATION COUNSELOR LEAD

KIND OF WORK

Advanced professional rehabilitation counseling lead work.

NATURE AND PURPOSE

Under limited supervision, provides lead work to a team of Qualified Rehabilitation Consultants (QRC's) providing 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. Provides referral assignment, work direction, training, problem solving support, procedural guidance, and casework analysis. The position is responsible for the facilitation of expedient and effective services. Performs related work as required.

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

Provides direction to other professionals in planning, designing, and implementing service delivery to industrially injured employees.

Schedules, distributes/balances, and guides the work assignments of co-workers to assist supervisory staff in the timely accomplishment of the assigned workload, by reviewing staff workloads to ensure fair distribution and efficiency/and identifying problems and recommending solutions.

Monitors and reports on the work performance of co-workers to determine overall conformity to established timetables and quality standards and to document and communicate employee performance and training needs to the supervisor.

Obtains and analyzes data as part of a comprehensive diagnostic study to determine eligibility for rehabilitation services and identify service delivery needs. The Counselor 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.

As an advanced professional counselor, counsels, assesses and develops a written rehabilitation plan for the most complex cases so that clients reach an optimal level of independent living and/or vocational functioning. This is achieved by: compiling and interpreting diagnostic client data, identifying vocationally related problems, incorporating assessment data, client data, and community resources into a written rehabilitation plan.

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 accomplished by: projecting and recommending a yearly case load budget, authorizing client financial expenditures, and integrating other funding sources into the vocational plan.

Contributes on an ongoing basis to area and/or statewide committees and task forces whose functions include rehabilitation practices, rehabilitation facilities review, and development/revision of agency policies, with increased emphasis on program development and modification.

Represents the Agency in public meetings, conferences, and seminars so that the community and other human resource professionals are informed of Agency goals and functions.

Recommends, independently or as a committee member, procedures and policies affecting delivery of rehabilitation programs within a designated geographical area. This is achieved by identifying and analyzing community needs and resources and formulating new and innovative ways to provide services that address these needs.

Provides expert technical/clinical direction to counseling staff to ensure that clients achieve optimal vocational or independent living potential. This is achieved by: assessing case information, researching clinical issues, applying advanced counseling principles and techniques, developing innovative vocational options.

Supervises internship programs for graduate students in Vocational Rehabilitation in order to educate and increase professional participation in rehabilitation programs. This is achieved by: offering training opportunities and/or recommending curriculum content to local universities and colleges, establishing training guidelines for students, and evaluating students' counseling performance.

Trains professional and paraprofessional rehabilitation staff and community providers in counseling and rehabilitation program skills to insure that they achieve and maintain skill levels necessary to meet the rehabilitative needs of people with disabilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Program planning requirements sufficient to monitor and guide the efforts of others in completing rehabilitation plans on a timely basis.

Rehabilitation theory and practice sufficient to provide effective assessment, counseling, and placement services to clients; training and consultation to other counselors and public and private service providers.

Agency programs and community resources sufficient to effectively refer clients to a broad range of services and to develop cooperative agreements with other agencies.

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 as well as establish programs for persons with disabilities within the community.

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.

Advanced counseling techniques sufficient to conduct an effective diagnostic interview and to assist the client in completing the rehabilitation plan and to train other counselors and interns to enhance their counseling skills.

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:

Evaluate service delivery, plan development and casework performance, support of policy and procedural development, and to direct QRCs towards the mission and goals of the unit.

Direct work activities of co-workers and to monitor and report on work performance.

Clearly communicate service and casework procedures, to listen and effectively problem solve, and to direct work in a manner consistent with the goals of the unit.

Provide leadership which enhances the QRC's ability to provide services.

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.

Est.: 3/15/00

Rev.:

T.C.:

Former Title(s):