

VOCATIONAL REHABILITATION TECHNICIAN SENIOR

KIND OF WORK

Para-professional vocational rehabilitation intake and specialty work.

NATURE AND PURPOSE

Under general supervision, provides supportive assistance to professional program staff and limited direct service to clients in one or more of the areas of initial intake and orientation, work evaluation and adjustment, career exploration, job seeking skills training, job placement and inter-departmental liaison; 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.)

Complete orientation sessions by groups or one on one to explain vocational rehabilitation eligibility criteria and potential services and interviews prospective clients to gather various personal data related to eligibility standards and employment.

Reviews client intake forms for completeness, consistency and conformance to established procedures so that pertinent medical, psychological and vocational information is provided in order to determine which medical evaluative services are needed.

Administers and scores standardized work evaluation tests used for vocational diagnosis so clients are evaluated to determine vocational skills, abilities and liabilities.

Conducts work adjustment training programs by observing and recording client activities, encouraging acceptable work behaviors, and facilitating and providing group instruction related to disability and employment topics so the clients' efforts to achieve their vocational goals are facilitated.

Interviews clients to provide job placement services by developing work opportunities with local employers, referring job ready clients to suitable job openings and conducting placement follow-up to determine and overcome employer/client disputes.

Conducts job-seeking skills training sessions to improve the job search efforts of clients by explaining proper interviewing techniques, resume writing and filling out job application forms.

Make contacts in support of rehabilitation plans by calling or writing clients to assess their progress in employment objectives or by calling or writing employers and /or clients to provide intervention services as necessary.

Provides program liaison with other service providers who are involved in the joint service plans of a client so that a duplication of services is avoided and a mutual orientation is provided regarding respective program components, services and delivery systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal, State and departmental vocational rehabilitation laws, regulations, policies and procedures sufficient to provide a comprehensive explanation of available services, obligations of the program provider and the rights and responsibilities of the client.

Federal and State laws regarding employment hiring practices, affirmative action, wage and hour conditions and the local labor market sufficient to provide job placement services for job ready clients.

Medical terminology regarding physical and psychological disabilities when conferring with medical consultants sufficient to determine the significance of the client evaluative data.

WorkForce Center and community resource programs and agencies within the service area sufficient to provide a readily accessible source of referral for program clients.

Job markets, market trends and job search strategies sufficient to instruct clients in the proper development and implementation of job-seeking activities.

Work evaluation test instruments and work adjustment methods sufficient to administer tools for evaluating clients' vocational potential and administer formal work adjustment training plans.

Ability to:

Interview individuals to obtain personal information necessary to determine program eligibility and needs.

Analyze and evaluate client data and compare against program eligibility standards.

Summarize client data and observed behavior into written case histories and reports.

Conduct individual and group training programs.

Establish and maintain formal working relationships with staff of other service providers.

Est.: 8/83
Rev.: 10/05

T.C.:
Former Title(s):