

VOCATIONAL REHABILITATION PLACEMENT COORDINATOR

KIND OF WORK

Professional vocational rehabilitation job placement work.

NATURE AND PURPOSE

Under general supervision, assesses the job readiness of handicapped clients, develops individualized development plans to enhance employability, advises local employers in making reasonable physical site accommodations or changes in job duties to adapt to client disabilities and provides long-term placement followup; 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.)

Evaluates client's job readiness through a review of the case file and personal interviews to determine if further preparatory services to job placement are needed.

Develops employability development plan with each client to determine the placement service components that will meet their individual needs so that client can follow well-defined career goals and objectives.

Consults with client's rehabilitation counselor to discuss the client's progress in meeting his/her job goals and recommends solutions to special job placement problems so the counselor is kept continually apprised of the client's status.

Develops on-the-job training sites and programs by contacting local employers and service organizations, negotiating formal agreements and arranging for client referral so preparatory job placement services available within the community are maximally utilized.

Contacts local employers in person or by phone to promote the hiring of clients for existing job vacancies as well as persuading them to consider clients in the creation of new positions so that effective advocacy activities are provided on behalf of the client in meeting their goals of obtaining suitable employment.

Negotiates and approves final hiring agreements between client and employer by explaining to both parties the obligations and responsibilities which have been made by each concerning job-related reasonable accommodations so that future placement problems are minimized.

Conducts job placement follow up by contacting client and employer to maintain continued client adjustment and/or to provide third party service in the resolution of on-the-job problems so that long-term client employment is achieved.

Develops and conducts job-seeking/job-keeping skills training sessions to improve job search approaches currently utilized by clients.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Federal, state, and department vocation rehabilitation laws, regulations, policies and procedures sufficient to develop client employability development plans within a broad range of physical and psychological disabilities and to explain and promote program participation by local employers.

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

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

Physical and psychological impairments and methods of accommodation in the workplace sufficient to consult with employers and clients regarding work adjustment problems and to provide site and/or job modification suggestions to resolve them.

Counseling practices and procedures sufficient to encourage and advise clients in overcoming behavioral or other problems as part of a rehabilitation plan.

Counseling principles and practices within a rehabilitation setting sufficient to identify negative behaviors and assist the client in instituting behavioral change mechanisms to overcome the barriers to vocational rehabilitation.

Vocational Rehabilitation Placement Coordinator

Class Specification

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Ability to:

Assess the physical, mental, and emotional impairments of a client and their effect on employment opportunities.

Communicate ideas clearly and concisely, both orally and in writing, with clients, employers, and counselors to exchange information and explain program regulations and objectives; and to properly document client placement activities.

Develop and conduct individual and group training programs to improve client job-seeking/job-keeping skills.

Est.: 8/83 T.C.:

Rev.:

Former Title(s):