

## VOCATIONAL EVALUATOR

### KIND OF WORK

Professional vocational evaluation work.

### NATURE AND PURPOSE

Under general supervision/procedural control, conducts vocational evaluations on clients to determine clients' vocational potential for a wide variety of occupations using a combination of methods including standardized written tests, work samples, work adjustment training and other appropriate means; 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.)

Conducts vocational/diagnostic interviews with the clients to determine interests and career objectives by soliciting various personal information and/or information available through referral sources.

Determines the appropriate work evaluation techniques that will be used with clients to assess range of skills, abilities and strengths/limitations by administering written tests and/or developing methods which simulate performance (work samples) including work situations and work sites.

Develops written and oral reports detailing observed client performance and behavior to recommend vocational strategies so that the client, the referring rehabilitation counselor or other authorized individual is provided with a comprehensive summary from which specific vocational planning can be formulated.

Provides work adjustment training to determine a client's particular vocational weaknesses by applying results of the vocational evaluation methods originally employed so that modifications can be instituted.

Develops new work samples, simulated work situations and/or work sites to improve the evaluative capacity of the center by recommending occupational areas for task development, writing procedures for work samples developed and designing and constructing equipment and materials to be used in the work samples.

Participates in the conduct of on-site job analyses to develop work samples, simulated work situations and/or work sites in order to properly assess a client's potential by identifying and recording the various work activities performed and/or other environmental factors specific to the job and work area.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Federal and state laws and regulations governing vocational rehabilitation, as well as its objectives, sufficient to assist in developing a client's rehabilitation plan and to cooperate with rehabilitation counselors in rehabilitating clients.

Techniques and practices of vocational evaluations sufficient to evaluate capabilities of clients and to provide work adjustment training.

Physical, mental and emotional impairments and their affect on a vocational adjustment sufficient to conduct diagnostic interviews, to determine the vocational skills, abilities and liabilities, and to assist in the development of work samples, situations and sites.

The use and interpretation of vocational and psychological tests and measurements sufficient to administer, score and interpret tests.

Occupations under environmental demands sufficient to evaluate clients, arrange for work adjustment training and to assist in the development of simulated work situations.

Common tools, machines, word processes and techniques, sufficient to provide work adjustment training and to assist in developing work samples and simulated work situations.

Ability to:

Evaluate the vocational functioning level of a client and make decisions and recommendations concerning appropriate goals for the client.

Learn new job tasks and demonstrate them to clients involved in work adjustment training.

Conduct an effective vocational diagnostic interview.

Establish and maintain effective rapport and working relationships with clients and staff.

Write comprehensive reports.

Est.: 6/84 T.C.:

Rev.:

Former Title(s):