

## **JOB DESCRIPTION**

### **Vocational Rehabilitation Counselor I**

#### **INFORMATION**

Job Class: Caseworker  
Department: E&T – TVR Program  
Location of Work: Juneau  
Salary Grade(s): 8  
Hours of Work: 8am-4:30pm Mon-Fri  
Employment Category: Regular Full-Time

Class Status : Active  
Type of Position: Non-Exempt  
Covered Position: Yes  
Prepared by: Theresa Sarabia  
Approved by:  
Effective Date: 2007

#### **PURPOSE**

Position in this series utilizes considerable knowledge of medical aspects of disabilities, the behavioral and social sciences, and formal training in counseling techniques to assist individuals with disabilities in achieving Employment. Counselors address the interrelated issues of disabilities and their social and emotional impact on individual clients to assist clients in attaining an enhanced understanding of themselves in relation to their disabilities, environment, and employment opportunities.

As a member of a rehabilitation team, incumbents provide comprehensive rehabilitation counseling services to clients who may have multiple disabilities. Incumbents may begin to acquire extensive knowledge of a specialized disability group. Incumbents independently make decisions concerning eligibility, the development of individualized plans for employment (IPE), and are actively involved in job development and placement activities.

#### **REPORTING RELATIONSHIPS**

Reports To: TVR Program Manager  
Supervises: N/A  
Liaison To: N/A

#### **ESSENTIAL FUNCTIONS**

- Works with groups and individuals to communicate and promote an understanding of Tlingit and Haida TVR services available and coordinate delivery of services.
- Conducts initial intake interviews with applicants for the purpose of establishing a positive working relationship and collects information such as medical history, education, work history, vocational interests, social history, and financial status needed to determine eligibility for services.
- Determines if medical, psychological, or vocational evaluations are needed and makes necessary arrangements.
- Explains vocational rehabilitation programs to clients including eligibility requirements and client rights.
- Evaluates functional and vocational capacities of client; with the client, develops IPE's that establish a suitable vocational goal compatible with the client's disability, needs and interests; provides job counseling and placement.
- Arranges for medical treatment, including surgery, psychiatric care, occupational and physical therapy, prosthetic devices, and other related services.

- Works with employers to develop employment opportunities; arranges for job coaches, if necessary, places client and does post employment follow-up.
- Determines eligibility of client for services based upon federal legislation
- Authorizes expenditure of funds for payment of medical exams, psychological evaluations, records, transportation for diagnostic purposes, and other expenses related to the diagnostic evaluation process and the IPE.
- Assist the client in becoming an active participant in his/her rehabilitation program and aids the client in making meaningful and informed choices about the selection of a vocational goal and other rehabilitation services.
- Develops community resources in order to assist clients in achieving their vocational goals.
- Travels to rural areas to provide services to clients and promote utilization of community resources and schools.
- With the client's active participation, designs and implements an IPE based upon an evaluation of diagnostic information and the needs and wishes of the client. This plan may include physical or mental restoration, personal assistance services, training in an academic, vocational, technical, or on the job setting; maintenance, transportation, placement assistance, tools, equipment, occupational licenses, job modification, telecommunications and sensory devices.
- Using professional counseling skills develops a working alliance with the client, which allows for an open and free discussion of all issues (social, economic, education, personal) relevant to the success of the vocational rehabilitation process.
- Applies information and knowledge of assistive technology and the Americans with Disabilities Act (ADA) to recommend modification in work sites or equipment that will allow the client to perform work tasks.

## **DECISION MAKING AUTHORITY**

Spending Authority: N/A

Other Authority: N/A

## **NECESSARY SKILLS AND KNOWLEDGE**

- Considerable knowledge of vocational rehabilitation policies and procedures; techniques of team development and communication; resource utilization; counseling techniques and practices; medical and psychological aspects of disabilities; job development, analysis, and placement.
- Ability to detect and understand the relationship of mental or physical disabilities upon vocational and social adjustment.
- Ability to assist, persuade, and motivate clients to make appropriate vocational choices and to take an active role in the attainment of their vocational goals.
- Ability to manage a full caseload of clients independently; make accurate and empathetic decisions concerning rehabilitation plan development and implementation.
- Ability to work compatibly in a team environment and apply the principles and practices of a self-directed team and individual empowerment; provide training and assistance to lower level staff.
- Knowledge of area and issues specific to Southeast Alaska

## **MINIMUM QUALIFICATIONS (education, experience, skills)**

- A Bachelor's Degree in Vocational Rehabilitation, social services or behavioral science, or a closely related field.
- 2 years experience as a Vocational Rehabilitation Counselor Associate or the equivalent.
- Alaska Drivers license

### **Substitution:**

- High School Diploma or GED
- 4 Experience as a Vocational Rehabilitation Counselor Associate or the equivalent may be substituted for the degree requirement on a year for year basis.

**PREFERRED QUALIFICATIONS (education, experience, skills)**

- 3 years experience of professional level counseling experience with a vocational rehabilitation program.
- Drug and Alcohol Counseling Certification

**UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel in small aircraft and/or ferries may be required for this position.

**CONDITIONS OF HIRE:**

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

**Notice:** All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.

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<b>Employee Printed Name</b>	<b>Employee Signature</b>	<b>Date</b>
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<b>Supervisor</b>	<b>Date</b>	
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