

CLASS TITLE: REHABILITATION COUNSELOR

Class Code: 02843200
Pay Grade: 24A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible counseling duties in connection with a statewide program of vocational rehabilitation of the physically and/or mentally handicapped; to perform disability determinations in connection with the preservation of old age and survivors insurance benefits; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior; work is reviewed in process and upon completion for adequacy and conformance to provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible counseling duties in connection with a statewide program of vocational rehabilitation of the physically and/or mentally handicapped.

To perform disability determinations in connections with the preservation of old age and survivors insurance benefits.

To interview applicants in order to obtain complete social, educational, medical, and occupational history and to do follow-up on cases as required.

To evaluate all case information obtained to determine the applicability of the rehabilitation services to the clients, or to adjudicate disability insurance claims.

To arrange for medical diagnosis, medical and surgical treatment and physical, therapeutic, and psychiatric treatment as needed.

To make decisions on eligibility of disability insurance claims based on medical information and federal guidelines.

To arrange courses of vocational training and programs of financial aid.

To maintain close contracts with employers and employment services for the purpose of locating employment possibilities for handicapped persons.

To check periodically on cases during the rehabilitation program with administrators and staffs of public and private agencies, academic institutions, hospitals, physicians, and other cooperating agencies and individuals.

To keep case records and prepare detailed written reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the approved methods and procedures used in vocational or disability examination; a familiarity with educational and vocational training opportunities, facilities for medical, psychiatric, and related treatment or diagnosis, and other social agencies in the community; the ability to analyze occupations as to physical requirements and suitability as employment for handicapped persons; the ability to conduct personal fact-finding interviews; the ability to prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college of recognized standing with specialization in Sociology, or Psychology, or Vocational Guidance, or Education; and

Experience: Such as may have been gained through: employment for in the fields of Education, Employment Placement, Public Welfare, Public Health, or in a placement or vocational adjustment problems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

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