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| CS-214  Rev 11/2013 |  | Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position. | |
| 2.Employee’s Name (Last, First, M.I.) | 8. Department/Agency |
|  | LEO-Labor and Economic Opportunity |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Michigan Rehabilitation Services (MRS) |
| 4.Civil Service Position Code Description | 10. Division |
| Rehabilitation Serv Coord-E | Michigan Career and Technical Institute (MCTI) |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Rehabilitation Coordinator | MCTI |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Toda, Sen C; Vocational Rehab MGR-3 |  |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Cubberly, Scott; Division Director 17 | 11611 West Pine Lake Rd, Plainwell, MI 49080 / Monday – Friday 8:00 A.M. – 5:00 P.M. |
| 14. General Summary of Function/Purpose of Position | |
| This position provides assistance to vocational rehabilitation staff in the provision of vocational rehabilitation services to individuals with disabilities, including but not limited to pre-employability and work maturity skills training, job development, job placement, follow up services and outreach to underserved populations. The position also assists with apprenticeship development and maintenance, and coordinating various programs and opportunities for MCTI students. | |
| 15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent. | |
| Duty 1 **General Summary of Duty 1 % of Time 45**  Provide services to promote the success of MRS customers participating in, or interested in participating in, programming at MCTI. Services may include, but are not limited to, providing work readiness training, academic support, job seeking assistance, job development, employment follow-up, and assistance with Career Assessment Services (CAS). | |
| **Individual tasks related to the duty.**   * Provide job development and placement services consistent with the customer’s individualized plan for employment. * Maintain records and electronic case files and prepare reports and correspondence related to the work. * Prepare customers for work through provision of pre-employability skills and work maturity training. * Provide outreach to underserved populations to improve job placement/retention outcomes. * Support customers with external and internal job openings, including helping with online applications, developing resumes, signing up for the Talent Acquisition Portal (TAP), and learning other job seeking resources. * Follow-up with employed customers to review their job status and identify needs to successfully maintain employment. * Utilize labor market information in assisting with rehabilitation planning and job development. * Assist with MCTI tours and presentations to provide information to prospective students, schools, families, and other stakeholders. * Draft and issue authorizations in case management system. | |
| Duty 2 **General Summary of Duty 2 % of Time 30**  Collaborate and maintain relationships with internal and external partners to support customers with job placement activities, and to maintain effective data collection. | |
| **Individual tasks related to the duty.**   * Contact community resources with referrals for the purpose of rendering services to customers. * Consult with vocational rehabilitation staff in support of vocational counseling. * Assist with the arrangement and facilitation of job fairs/reverse job fairs. * Develop and maintain relationships with employers, both locally and statewide, to assist with creating opportunities for student employment, work experiences, externships, etc. * Develop and maintain relationships with community partners, both locally and statewide, to stay abreast of demand-driven training opportunities, potential employment options for MRS customers, and available community resources. * Coordinate with Business Network Division (BND) staff to assist with job development and placement of MCTI students. * Coordinate with the MCTI department specialist and other internal stakeholders on a variety of data collection and data sharing tools to ensure appropriate data collection. | |

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| Duty 3 **General Summary of Duty 3 % of Time 20**  Assist with development, maintenance, and tracking of apprenticeship opportunities for MRS customers. |
| **Individual tasks related to the duty.**   * Develop and maintain relationships with businesses, both locally and statewide, to assist with the development and maintenance of apprenticeship opportunities for MRS customers. * Collaborate with other State of Michigan departments on development and maintenance of apprenticeship programs. * Track and enter data on apprenticeships into various case management systems. * Prepare and track invoices to facilitate distribution of apprenticeship funds. * Train employers and apprentices on the use of a variety of data collection software and monitor that data is being entered correctly. |
| Duty 4 **General Summary of Duty 4 % of Time 5**  Other duties as assigned. |
| **Individual tasks related to the duty.**   * Perform other duties as assigned by MRS leadership. |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  Makes decisions within functional areas of authority; decides how to carry out specific tasks and work assignments; schedules planning that may affect others. Decides resources to use, degree of participation by self and others. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  Policy and budget change recommendations that affect the agency or outside organizations. Decisions resulting in potential political impact. Any requests for continuing education training. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Frequent sitting, writing, talking, extensive reading, and active listening. | | | |
| 19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |

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| 22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?  Yes |
| 23. What are the essential functions of this position?  The function of the work area is to provide the best possibly rehabilitation services to individuals with disabilities. This position primarily focuses on improving customer preparedness and success in employment, developing apprenticeship opportunities, and has direct communication with staff, potential customers, community partners, and employers. This position provides assistance to vocational rehabilitation staff in the provision of vocational rehabilitation services, including but not limited to job development, job placement and follow-up services, and outreach to underserved populations. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Duty 1 – Adjusted general summary to focus on work specific to MCTI. The duty now includes assisting with Career Assessment Services (CAS), providing work readiness training, and providing some academic support to MCTI students. Moved utilizing labor market information from individual tasks in Duty 2 to individual tasks in Duty 1. Added assisting with MCTI tours and presentations to potential interested parties. Overall percentage of time reduced from 65% to 45%.  Duty 2 – Included maintaining effective data collection in the general summary. Individual tasks now include developing and maintaining relationships with community partners and businesses as well as coordinating with internal staff on various data collection and tracking.  Duty 3 – Added a duty reflective of assisting with the development and maintenance of apprenticeship opportunities. This duty now encompasses 20% of the total job time.  Duty 4 – Moved from Duty 3. No changes.  Box 14 and 23 updated to reflect these additions and changes. |
| 25. What is the function of the work area and how does this position fit into that function?  The function of the work area is to provide the best possible rehabilitation services to individuals with disabilities. This position primarily performs job development for customers and has direct communication with staff, potential customers, community partners, and employers. This position provides assistance to vocational rehabilitation staff in the provision of vocational rehabilitation services, including but not limited to job development, job placement and follow-up services and outreach to underserved populations. |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  Possession of a bachelor’s degree with a major in rehabilitation counseling/services, secondary education, special education, business, human resources, social work, psychology, guidance and counseling, or occupational therapy. |
| EXPERIENCE:  **Rehabilitation Services Coordinator 9** No specific type or amount is required.  **Rehabilitation Services Coordinator 10** One year of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator 9.  **Rehabilitation Services Coordinator P11** Two years of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator, including one year equivalent to a Rehabilitation Services Coordinator 10. |
| KNOWLEDGE, SKILLS, AND ABILITIES:   * Knowledge of the principles and methods of rehabilitation training. * Knowledge of the psychology of physical and mental disabilities. * Knowledge of the limitations and abilities of customers. * Knowledge of occupations open to individuals with a particular disability. * Knowledge of casework and interviewing techniques. * Knowledge of training and placement facilities available to the individuals with disabilities. * Knowledge of community services and organizations available to individuals with disabilities. * Ability to obtain cooperation of employers, educators, physicians and others. * Ability to work with professional and technical personnel in a particular area of employment. * Ability to maintain records, and prepare reports and correspondence related to the work. * Ability to communicate effectively with others. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  N/A |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.* |
| **Supervisor’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*    **Employee’s Signature Date** |

**NOTE: Make a copy of this form for your records.**