

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Rehabilitation Services (MRS)
4. Civil Service Position Code Description Rehabilitation Coordinator 9-P11	10. Division Western
5. Working Title (What the agency calls the position) PRE-ETS Rehabilitation Coordinator 9-P11	11. Section West Central
6. Name and Position Code Description of Direct Supervisor VOCATIONAL REHAB MGR-3 Tim Berndt	12. Unit Muskegon
7. Name and Position Code Description of Second Level Supervisor VOCATIONAL REHAB MGR-4 Cathy Cronick	13. Work Location (City and Address)/Hours of Work 316 Morris Avenue, Suite 250, Muskegon, MI 49440 8:00 a.m. - 5:00 p.m., Mon – Fri Hybrid

14. General Summary of Function/Purpose of Position

This position will assist potentially eligible students with disabilities with an early start at career exploration, learning and understanding work requirements, practicing work skills, choosing a career and exploring training options. This position coordinates and plans program services, provides partner education and outreach relative to Pre-Employment Transition Services (Pre-ETS).

The work is focused on potentially eligible students who receive Pre-ETS. Pre-ETS are specific services for students with disabilities who are between the ages of 14-26.

Five required activities:

- 1) Instruction in self-advocacy
- 2) Workplace readiness training
- 3) Job exploration counseling
- 4) Work-based learning experiences
- 5) Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at Institutions of Higher Education.

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:

Percentage: 95

Coordinates, provides and/or authorizes the five required Pre-ETS activities for potentially eligible students with disabilities. Those services include: instruction in self-advocacy, workplace readiness training, job exploration counseling, work-based learning experiences, and counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education.

Individual tasks related to the duty:

Tasks might include the following:

- Engages in outreach to potentially eligible students with disabilities, parents/guardians, schools and community partners to obtain referrals.
- Assists with the completion of a referral for Pre-ETS.
- Gathers pertinent information to verify student with a disability status.
- Develops a service agreement with a student/youth with a disability and their parent/guardian.
- Provides guidance and counseling related to the provision of Pre-ETS.
- Provides, coordinates and/or authorizes Pre-ETS.
- Manages case records for potentially eligible students with disabilities receiving Pre-ETS adhering to Bureau policies.
- Develops and maintains relationships with vendors, community partners, and businesses related to opportunities for potentially eligible students with disabilities.
- Attends Individualized Educational Plan (IEP) meetings for potentially eligible students with disabilities.
- Attends person-centered planning meetings for potentially eligible students with disabilities receiving Social Security benefits.
- Collaborates with local VR counselors in facilitating referrals of potentially eligible students with disabilities to the vocational rehabilitation program.

Duty 2

General Summary:

Percentage: 5

Other duties as assigned related to the provision of Pre-ETS for potentially eligible students with disabilities.

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Authorize for the cost of services within the position's spending authority for potentially eligible students with disabilities.
- Validate services and reconcile payment of issued authorizations in accordance with agency policy.

17. Describe the types of decisions that require the supervisor's review.

- Expenditures over position's spending authority.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Frequent driving to various locations in the community, in all weather conditions, to meet with potentially eligible students with disabilities, parents/guardians, schools and community partners.
- Physical activity consists of light lifting of materials and/or laptop.
- Must be able to sit or stand with/without reasonable accommodations.

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.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ 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. |

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?

Coordinates, provides and/or authorizes the five required Pre-ETS activities for potentially eligible students with disabilities. Those services include: instruction in self-advocacy, workplace readiness training, job exploration counseling, work-based learning experiences, counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education.

- Work with diverse populations and understand the needs of local communities.
- Critical thinking skills to independently assess, plan, and provide services to potentially eligible students with disabilities under the 5 required categories of Pre-ETS.
- Proper application of Bureau policy and procedures.
- Utilize electronic case management system to satisfy the service, documentation, data, and fiscal requirements related to cases.
- Communicate effectively.
- Travel to various locations in the community.
- Develop and maintain cooperative and favorable relationships with students, families, vendors, community partners, and businesses related to opportunities and services for potentially eligible students with disabilities.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

- New classification to align the role and function with the specific job duties being performed.

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 successfully prepare potentially eligible and eligible persons with disabilities to obtain, maintain and/or regain employment that will enable their independence and self-sufficiency and subsequent contribution to the state's workforce. This is done in accordance with federal and state regulations and bureau policies and procedures. This position specifically provides Pre-ETS rehabilitation services to youth with disabilities. This position directly provides services and helps to generate community resources.

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 psychology of physical and mental disabilities.
- Knowledge of casework and interviewing techniques.
- Knowledge of community services and resources.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to develop and maintain cooperative and favorable relationships with students, families, vendors, community partners, and businesses related to opportunities for potentially eligible students with disabilities.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

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

Date