

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: REHACSRED22R

Civil Service Class and Level: REHABILITATION COUNSELOR-E

Working Title (What the agency calls the position): Vocational Rehabilitation Counselor 9-P11 - Ann Arbor

Name and Position Code Description of Direct Supervisor: JORDAN, TONI; VOCATIONAL REHAB MGR-3

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Rehabilitation Services

Division:

Section:

Unit: Ann Arbor

Work Location (City and Address)/Hours of Work: 3810 Packard St, Ann Arbor, MI 48108 / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: This position provides a range of professional vocational rehabilitation guidance and counseling services to individuals with disabilities and consultation/training services to business customers. These services may include but are not limited to: vocational guidance and counseling, physical restoration, training, education, accommodation, retention, placement services, and inform community partners and general public of vocational rehabilitation services. The position also develops and maintains relationships with businesses within assigned geographic or program area.

Exhibits knowledge labor market information and effective use of placement strategies. Utilizes resources which results in obtaining and maintaining customer employment while providing high quality services to businesses.

The Vocational Rehabilitation Counselor relies on their clinical skills to incorporate and conceptualize the information gathered to determine customer's eligibility for vocational rehabilitation services. This is done through the intake interview, vocational guidance and counseling and obtaining medical, psychological, or other necessary disability related documentation.

Assigned duties and tasks for each duty.

Duty 1: Provides vocational rehabilitation services to individuals with disabilities in an assigned geographic location.

- Provide vocational guidance and counseling.
- Obtain social, medical, psychological, or other necessary disability related documentation to determine eligibility for vocational rehabilitation services.
- Develop individualized plan for employment based on the customer's strengths, resources, priorities, abilities, capabilities, interests, and rehabilitation needs.
- Provide and/or coordinates activities related to job development and placement services.
- Proactively engage customers to facilitate progress through the vocational rehabilitation process.
- Meet and/or exceed all individual performance goals.
- Meet and/or exceed federal performance measures under the Workforce Innovation and Opportunity Act (WIOA).
- Manage case service records adhering to all established policies and procedures.
- Coordinate required services with community partners and vendors.
- Authorize and/or use comparable benefits to facilitate required vocational rehabilitation services for customers.
- Develop and maintain relationships with businesses.
- Maintain professional integrity.

Duty 2: Analyze data to determine areas of focus for the provision of equitable vocational rehabilitation services.

- Analyze customer population to be served.
- Develop of community partnerships resulting in referrals of individuals with disabilities including underserved populations.
- Track data for caseload management.

Duty 3: Other duties as assigned.

Perform other duties as assigned by Department and/or Michigan Rehabilitation Services leadership.

Types of decisions made independently and whom or what those decisions affect: Determine eligibility for services.
Development of the Individualized Plan for Employment.
Determine necessary customer services and authorize as required.
Validate services and reconcile payment of issued authorizations.
Verify customer has obtained competitive integrated employment prior to successful case closure.

Types of decisions that require the supervisor's review: Manager approval may be required for cases outside the spending authority of the counselor, or those that are high cost in nature, or that are complex requiring additional supervisory oversight.
Manager approval may be required for specific services as identified within policy.

Physical effort used to perform this job and environmental conditions of this position: Frequent driving, in all weather conditions, to meet with customers, attend community meetings, meet with referral sources, participate on statewide work groups, etc.
Respond to disruptive or hostile customers and handle other emergency situations.
Physical activity consists of light lifting of books/materials.
Must be able to sit or stand.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Determine eligibility for vocational rehabilitation services.
Analyze rehabilitation needs of disability populations and of individual customers.
Develop Individualized Plans for Employment.
Provide vocational guidance and counseling.
Develop community resources.
Authorize expenditures for services.
Provide job development, job placement and post-employment services.
Manage case service budgets and records

The function of the position's work area and how it fits into that function: The function of the work area is to provide vocational rehabilitation services to individuals with disabilities. This position directly provides disability related services and is a resource for the community.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a master's degree with a major in counseling, rehabilitation counseling, guidance and counseling, special education, social work, psychology, occupational therapy, speech therapy, or physical therapy.

EXPERIENCE:

Rehabilitation Counselor 9

No specific type or amount is required.

Rehabilitation Counselor 10

One year of professional experience providing rehabilitation counseling services equivalent to a Rehabilitation Counselor 9.

Rehabilitation Counselor P11

Two years of professional experience providing rehabilitation counseling services equivalent to a Rehabilitation Counselor, including one year equivalent to a Rehabilitation Counselor 10; or, three years of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator, including one year equivalent to a Rehabilitation Services Coordinator P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of disability, labor market information, assessment tools, vocational exploration, community training resources, and placement techniques. Ability to maintain favorable public relations. Strong interpersonal and counseling skills. Ability to independently make decisions and help motivate individuals to make informed choices. Ability to be proactive, organized, and manage caseloads. Ability to operate a computer and use various supporting software packages, email, internet, and other computer programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A