

## Position Summary

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

**Position Code:** REHBCDRE

**Civil Service Class and Level:** Rehabilitation Services Coordinator 9-P11

**Working Title (What the agency calls the position):** Vocational Rehabilitation Services Coordinator

**Name and Position Code Description of Direct Supervisor:** Nancy Griffin; Vocational Rehabilitation Manager 14

**Department/Agency:** LEO-LABOR AND ECON OPPORTUNITY

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

**Division:** Western

**Section:** West Central

**Unit:** Big Rapids

**Work Location (City and Address)/Hours of Work:** 14330 Northland Dr., Big Rapids MI 49307/ Mon – Fri 8AM – 5PM

**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 intake, pre-employability and work maturity skills training, job development and job placement. Additional support may include follow up services, outreach to underserved populations, gathering educational, social, medical, psychological and vocational data from the customer, family and community vocational programs and supporting the management of case records.

### Assigned duties and tasks for each duty.

**Duty 1:** Provides a clear and concise overview of MRS services and eligibility criteria to potential customers, community partners, medical personnel and others within the district. The individual is responsible for case management support and follow up tasks.

- Provides information about MRS and conducts intakes.
- Gathers educational, social, medical, psychological and vocational data from the customer, family and community vocational programs.
- Maintains records and electronic case files and prepares reports and correspondence related to the work.
- Prepares customers for work through provision of pre-employability skills and work maturity training.
- Provides outreach to underserved populations to improve job placement/retention outcomes.
- Provides customer follow up.
- Drafts authorizations in Aware.

**Duty 2:** Collaborates and maintains relationships with internal and external partners to support customers with job development and job placement activities.

- Provides job development and placement services consistent with the customer's individualized plan for employment.
- Supports customers with external and internal job openings, including helping with online applications, developing resumes, Talent Acquisition Portal (TAP), etc.
- Contacts community resources with referrals for the purpose of rendering services to customers.
- Maintains a working relationship with business relations consultants in the Business Network Division (BND) and Michigan Works! business solutions professionals to stay abreast of demand driven training opportunities and employment options.
- Assists with the arrangement and facilitation of job and resource fairs as well as hiring events.

**Duty 3:** Other duties as assigned

- Perform other duties as assigned by MRS leadership.
- Complete special projects as delegated by MRS leadership.

**Types of decisions made independently and whom or what those decisions affect:** Makes decisions within functional areas of authority. Decides how to carry out specific tasks and work assignments. Schedules planning that may affect others.

**Types of decisions that require the supervisor's review:** Decisions resulting in potential political impact.

**Physical effort used to perform this job and environmental conditions of this position:** Frequent driving to various locations in the community, in all weather conditions, to meet with eligible and potentially eligible customers 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.

**The essential functions of this 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: intake, pre-employability and work maturity skills training, job development and job placement. Additional support may include follow up services, outreach to underserved populations, gathering educational, social, medical, psychological and vocational data from the customer, family and community vocational programs and supporting the counselor to maintain case records.

**The function of the position's work area and how it fits into that function:** The function of the work area is to assist VR staff in successfully preparing 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.

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

**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