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): Pre-ETS Rehabilitation Services Coordinator

Name and Position Code Description of Direct Supervisor: Olsen, Suzanne, Vocational Rehab Mgr

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

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

Division: West Central Northern

Section: Northern

Unit: Traverse City

Work Location (City and Address)/Hours of Work: 701 S. Elmwood Ave, Traverse City, MI 49684 / 8:00 a.m. - 5:00 p.m., Mon – Fri

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.

Assigned duties and tasks for each duty.

Duty 1: 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.

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

• Perform other duties as assigned by MRS management.

Types of decisions made independently and whom or what those decisions affect: 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.

Types of decisions that require the supervisor's review: Expenditures over position's spending authority.

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 potentially eligible students with disabilities, parents/guardians, schools and community partners. Physical activity consists of light lifting of materials and/or laptop.

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.

The function of the position's work area and how it fits 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 students with disabilities. This position directly provides services and helps to generate community resources.

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 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