

Position Summary

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

Position Code: REHACSREC98R

Civil Service Class and Level: Rehabilitation Counselor-E

Working Title (What the agency calls the position): Rehabilitation Counselor

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

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

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

Division: Western, Central and Northern

Section: West Central District

Unit: Big Rapids

Work Location (City and Address)/Hours of Work: 14330 Northland Drive, Big Rapids, MI / Monday – Friday, 8 – 5 pm

General Summary of Function/Purpose of Position: This position carries out a range of professional rehabilitation counseling services, including vocational guidance, physical restoration, training and placement to persons with disabilities. Informs community resources and general public of vocational rehabilitation services within assigned geographic or program area.

Assigned duties and tasks for each duty.

Duty 1: In an area of the state, serves referred customer with disabilities to bring about their vocational rehabilitation.

Tasks might include the following and others:

- Gathers pertinent educational, social, medical, psychological, and vocational data relative to the customer; determines customer's needs and eligibility for rehabilitation services.
- Determines vocational objective and develops vocational rehabilitation plan with customer.
- Provides vocational counseling and guidance.
- Coordinates community services and authorizes expenditures to help customer reach vocational objective.
- Provides job development services for placement-ready customers, including job-seeking skills training and developing job leads.
- Maintains assigned employer accounts to create employment opportunities for customers.
- Provides post-employment services necessary to maintain suitable employment for customers.
- Manages case service budgets and case records with established policies and procedures.
- Performs related work as assigned.

Duty 2: Conducts analytical and developmental tasks surrounding the provision of rehabilitation services.

- Analyzes customer population to be served.
- Develops budgetary and manpower resources needed to serve customer populations.
- Sets specific work objectives in accordance with district, regional and agency goals.
- Assist in development of community resources resulting from the referral of persons with disabilities for services.

Duty 3: Other duties as assigned.

Perform other duties as assigned directed by MRS Leadership.

Types of decisions made independently and whom or what those decisions affect: Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Determine eligibility for services and the appropriateness of the customer's vocational goal.

Decide on the services required by the Individualized Plan for Employment (IPE) and how these services are to be provided.

Authorize the cost of services for which the agency is responsible.

Determine that services were appropriately provided prior to payment of the bill.

Decide if the customer is appropriately employed prior to closing case.

Types of decisions that require the supervisor's review: Expenditures over \$3,000.

Eligibility decisions regarding individuals who are employed at intake.

Physical effort used to perform this job and environmental conditions of this position: Physical activity consists of light lifting of books and other materials and occasional walking.

Must be able to travel to other locations.

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

The essential functions of this position: Analyze rehabilitation needs of disability populations and of individual customers. Develop IPEs. Provide vocational counseling and guidance. Develop community resources. Authorize expenditures for services. Provide job placement, job development 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 rehabilitation services to people 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 master's degree with a major in counseling, rehabilitation counseling, or a counseling-related field such as psychology, social work, or special education.

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.

Note: Equivalent combinations of education and experience which can be shown to provide the required knowledge, skills and abilities will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of disability, job requirements, assessment tools, vocational exploration, community training resources, and placement techniques. Strong interpersonal and counseling skills. Ability to independently make decisions and help motivate individuals to make informed choices.

CERTIFICATES, LICENSES, REGISTRATIONS:

This special requirement is for the Michigan Rehabilitation Services (MRS) bureau only.

Newly employed counselors with master's degree in counseling or a counseling related field who do not have documented graduate-level coursework with a primary focus in theories and techniques of counseling must complete such coursework/training during their 12-month probationary period through an accredited University (on-line or classroom training) to remain employed.