Position Summary

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

Position Code: REHACSRED45R

Civil Service Class and Level: REHABILITATION COUNSELOR-E

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

Name and Position Code Description of Direct Supervisor: OLSEN, SUZANNE P; VOCATIONAL REHAB MGR-3

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 / Monday - Friday 8:00 A.M. - 5:00 P.M. (Hybrid)

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, accommodations, retention services and placement services.

• Informs community partners and general public of vocational rehabilitation services.

• Develops and maintains relationships with businesses within an assigned geographic or program area.

• Exhibits knowledge of labor market information and effective use of placement strategies.

• Utilizes resources which result 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 and develop and implement an individualized plan for employment.

Assigned duties and tasks for each duty.

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

Tasks may include but may not be limited to the following:
• Provide vocational guidance and counseling and appropriate reasonable accommodations to mitigate disability related barriers.
• Obtain social, medical, psychological, or other necessary disability related documentation to determine eligibility in a timely manner for vocational rehabilitation services.
• Develop individualized plan for employment in a timely manner 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.
• Develop and maintain relationships with businesses.
• Facilitate progress through the vocational rehabilitation process and proactively engage customers.
• Demonstrate fiscal stewardship by documenting a rationale when authorizing Bureau funds for services, including the discussion, exploration, and use of comparable benefits.
• 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 by adhering to all established policies and procedures.
• Coordinate, build and maintain relationships with referral sources, vendors and community partners.
• Maintain professional integrity by following the Rehabilitation Code of Ethics.

Duty 2: Understand and analyze data related to the provision of vocational rehabilitation services to individuals with disabilities.

• Input and code all casework data elements accurately.
• Track and analyze AWARE data for caseload management.
• Utilize labor market information to understand the local economy.
• Utilize data to make informed decisions when engaging with the business community.

Duty 3: Other duties as assigned.

• Perform other duties as assigned by 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 review.
• 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.
• Closing cases per policy guidelines.

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