

Position Summary

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

Position Code: REHBCDREA28R

Civil Service Class and Level: Rehabilitation Serv Coord-E

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

Name and Position Code Description of Direct Supervisor: NEILLEY, VANESSA E; 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: Lansing

Unit: Lansing

Work Location (City and Address)/Hours of Work: 1048 Pierpont, Suite 1, Lansing, MI 48911 / Monday - Friday 8:00 A.M. - 5:00 P.M.

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 pre-employability and work maturity skills training, job development, job placement, follow up services and outreach to underserved populations.

Assigned duties and tasks for each duty.

Duty 1: Provide 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 completing job development, placement and follow-up tasks.

- Provide job development and placement services consistent with the customer's individualized plan for employment.
- Maintain records and electronic case files and prepares reports and correspondence related to the work.
- Prepare customers for work through provision of pre-employability skills and work maturity training.
- Provide outreach to underserved populations to improve job placement/retention outcomes.
- Support customers with external and internal job openings, including helping with online applications, developing resumes, Talent Acquisition Portal (TAP), etc.
- Follow-up with employed customers by identifying businesses for information interviews and summer work experiences.
- Draft authorizations in Aware.

Duty 2: Collaborate and maintain relationships with internal and external partners to support customers with job placement activities.

- Contact community resources with referrals for the purpose of rendering services to customers.
- Maintain 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.
- Consult with vocational rehabilitation staff in support of vocational counseling and utilize labor market information in plan development.
- Assist with the arrangement and facilitation of job fairs/reverse job fairs.

Duty 3: Other duties as assigned

Perform other duties as assigned 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. Decides resources to use, degree of participation by self and other.

Types of decisions that require the supervisor's review: Policy and budget change recommendations that affect the agency or outside organizations. Decisions resulting in potential political impact. Any requests for continuing education training.

Physical effort used to perform this job and environmental conditions of this position: Frequent sitting, writing, talking, extensive reading, and active listening.

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

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 pre-employability and work maturity skills training, job development, job placement, follow up services and outreach to underserved populations.

The function of the position's work area and how it fits into that function: The function of the work area is to provide the best possible rehabilitation services to individuals with disabilities. This position primarily performs job development for customers and has direct communication with staff, potential customers, community partners and employers. This position provides assistance to vocational rehabilitation staff in the provision of vocational rehabilitation services, including but not limited to job development, job placement and follow up services and outreach to underserved populations.

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