Human Services Counselor

Job Code	Job Title	Pay Grade
8163D2	Human Services Counselor	28

CONCEPT:
This is full-performance professional counseling work within a rehabilitation program. Work includes negotiating with and counseling clients, families, and other professionals to assist in effecting emotional adjustments to disabilities, to determine client eligibility, to develop realistic rehabilitation goals and plans, to provide vocational guidance concerning employment and training requirements, trends and opportunities. Work also includes determining the spectrum of services needed to sustain employment. Some positions specialize in transition planning for high school special education students.

TASKS:
- Interviews clients for personal, biographical and vocational information to assess needs. Explains agency services, policies and the rehabilitation process.
- Determines pertinent medical, psychological and social information necessary to make an eligibility determination and to determine that rehabilitation services will improve employability. Information is obtained by personal contact or written correspondence with physicians, psychologists, referring agencies and other interested parties and by arranging for diagnostic, physical, mental and vocational evaluations.
- Analyzes medical, psychological, social and vocational reports and data to determine the nature and limitation of the disabilities.
- Determines client eligibility and develops individual written rehabilitation plan which includes a rehabilitation goal, measurable intermediate objectives and a timeline.
- Monitors each rehabilitation plan to insure that goals and objectives are being met.
- Determines appropriate services available from a variety of programs and funding sources for rehabilitation plans (vocational, transition, or independent living).
- Develops individual transition plan for high school special education students in order to document the cooperative activities of students, parents, schools, and other agencies to meet post-school residential, vocational, and community living needs.
- Provides individual counseling services to disabled individuals throughout the rehabilitation process.
- Independently manages case service allocations to insure quality and cost effective rehabilitation outcomes. Authorizes expenditures and payments for client services. Applies knowledge of state purchasing policies and procedures to maintain compliance for purchases.
- Maintains case file to document client information, rationale for eligibility and services provided, narrative of significant client contacts and other events. Records include documents from other agencies and providers. Case file also includes documents required by federal and state policies and procedures.
- Negotiates with business and industry, schools and other training programs, consumer organizations and community groups to secure commitments of time, funding, resources, and influence to increase placement and rehabilitation opportunities for disabled individuals.
- Develops liaison with schools, community-based facilities and community groups to secure appropriate referrals and to develop community programs to meet unmet client program needs.
- Provides specialized instruction in orientation and mobility to visually impaired individuals.

LEVELS OF WORK
- Class Group consists of one class.

Minimum Requirements:
Master's degree in Rehabilitation Counseling or a current Certified Rehabilitation Counselor (CRC) certificate. Individuals with Master's degree in other disciplines may be considered on the condition that they complete specific courses related to the Vocational Rehabilitation Counseling discipline within established agency's timeframes after being hired.

Necessary Special Requirements:
Some positions require national certification as an Orientation and Mobility Instructor.

REF: 12/13
REV: 6/23
REV: 6/24