



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VOC REHAB COUNSELOR

Job Number: 20001045

Job Code: 47250V231216

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 12/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional vocational rehabilitation services including eligibility determination, guidance and counseling, and caseload management oversight for persons with disabilities who are seeking gainful employment; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling, disability studies, behavioral science, human services, vocational assessment, addiction counseling, addiction studies, or a related field.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

A bachelor's degree plus an additional two years of professional experience in rehabilitation, rehabilitation teaching or therapy, vocational assessment, employer relations, rehabilitation technology, rehabilitation counseling, vocational evaluation, supported employment, job placement, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling, customized employment, health studies, human

relations, human resources, occupational therapy, physical therapy, school counseling, addiction studies, addiction counseling or a related field will substitute for the required master's degree.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets and applies federal and state laws and determines eligibility for vocational rehabilitation services. Reviews and evaluates medical records to determine eligibility. Conducts rehabilitation counseling and develops comprehensive individualized plans for employment including specialized guidance and counseling, training, technical aids, and devices, transportation, and other necessary vocational rehabilitation services. Administers, evaluates, and interprets achievement tests, personality inventories, behavior tests, aptitude tests and interest inventories to assist consumers in determining vocational and educational objectives. Works with team of rehabilitation professionals, including physicians, psychologists, physical therapists, occupational therapists, and rehabilitation counselors to prepare consumers for employment. Prepares highly technical correspondence and presentations that influence delivery. Implements various services for individuals with severe disabilities and identifies comparable benefits. Monitors and obligates federal and state funds. Acts as agency liaison in outreach community for referral development and to educate partners on services provided by the agency. Provides direct services to individuals who are eligible for the Vocational Rehabilitation Program. Plans, organizes, initiates, and communicates with all customers. Collects and evaluates medical, physiological psychiatric, vocational, and other reports. Determines whether a disability constitutes a substantial impediment to employment. Assesses individual readiness for employment. Assesses needs for rehabilitation technology. Monitors caseload budgets. Determines whether the applicant can benefit from vocational rehabilitation services in terms of an employment outcome. Determines whether the individual needs vocational rehabilitation services in order to prepare for, enter into, engage in, or retain gainful employment. Determines an appropriate placement in the Order of Selection, as applicable. Develops individual employment plans including vocational assessment, training, technical aids and devices, transportation, and other necessary vocational rehabilitation services. Assures job placement consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the eligible individual. Receives applications, collects and reviews sensitive medical/psychological records of the applicant to determine if they have a disability and how it impacts their ability to work. Determines if the applicant meets eligibility criteria for the program and works with the individual to write and/or an individualized plan for employment. Develops, implements, and amends individualized plans for employment with individuals who are eligible for Vocational Rehabilitation services. Provides extensive guidance and counseling, coordinates delivery of services to that individual with obtaining and/or maintaining employment. Determines when consumer cases meet the criteria for successful or unsuccessful program closures. Responsible for following detailed procurement rules and processes. Conducts intake interviews for individuals applying for/receiving Vocational Rehabilitation services. Provides vocational guidance and counseling and coordinates complex service delivery to Vocational Rehabilitation consumers. Monitors caseload to ensure compliance with deadlines, compliance with various case status expectations and consumers are consistently making progress towards their employment goals.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*