



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB COUNSELOR CERTIFIED

Job Number: 20001047

Job Code: 47270V231216

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 12/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

As a Certified Rehabilitation Counselor (CRC) demonstrates expert level proficiency in the planning, coordinating, and implementing of services in rehabilitation counseling and caseload management oversight for persons with disabilities seeking gainful employment. Serves as a vocational rehabilitation counselor expert to ensure consumers receive appropriate guidance in highly specialized rehabilitation areas; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have three years professional experience in rehabilitation counseling.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

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

Must hold certification as a Certified Rehabilitation Counselor (CRC) as administered by the Commission of Rehabilitation Counselor Certification. www.crcrcertification.com Must maintain any required licensure(s), certification(s), or other credential(s), for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

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.*

Mentors other rehabilitation counselors. Reviews and approves rehabilitation plans and expenditures. Identifies and seeks solutions to complex issues impacting consumer employment. Serves as lead counselor. Represents the agency on teams, boards, councils, and commissions. Conducts team management and coordination meetings. Plans, develops, and conducts training for team members. Promotes staff skill building. Makes recommendations on policy and procedure development and revisions. Oversees services for consumers with severe disabilities. Conducts quality assurance and analysis. Monitors affirmative action relating to individuals with disabilities. Interprets and applies federal and state laws and determines eligibility for vocational rehabilitation services. 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 a 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 service 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. Performs technical rehabilitation administrative function. Acts as a mentor and as the manager in the absence of the Vocational Rehabilitation Branch Manager.

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.