



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB PROGRAM INSTRUCTOR I

Job Number: 20001048

Job Code: 47280V231216

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 12/16/2008

Job Revised: 12/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 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.*

Under general supervision plans, organizes, and conducts educational or therapeutic occupational programs that teach a specific skilled trade and/or academic subject in a classroom; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in rehabilitation, rehabilitation teaching or therapy, therapeutic recreation, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling OR hold a valid instructor license issued by the Kentucky Board of Hairdressers and Cosmetology.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

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.*

Under general supervision plans, organizes, and conducts educational or therapeutic occupational programs and activities that teach a specific skilled trade and/or academic subject in a classroom/training area setting for an institution. Completes reports to indicate consumer progress. Maintains all aspects of certification and credentialing for designated program and serves on committees as assigned. Plans and coordinates instruction for consumers. Instructs and works with counselors on a well-developed vocational rehabilitation instructional plan in therapeutic recreation, and academic subject for consumers with disabilities. Reviews and evaluates medical, psychological, vocational, and other reports. Reviews and evaluates relevant documentation to develop consumer training goals. Completes and submits consumer reporting documents at regular intervals. Determines consumers need for specialized vocational rehabilitation services in order to prepare for, enter into, engage in or retain gainful employment. Provides training in a personal adjustment, therapeutic recreation, recreation, adult basic education, Braille Orientation and Mobility, work adjustment, etc. in a community-based environment, residential environment or under a regionalized model. Provides documentation, for supervisor approval, as to consumer's skill levels and ability to perform skills needed for rehabilitation, training or to gain independence leading to employment. Works with consumer and participates in professional development activities to improve teaching skills and technical expertise in the area to being taught. Oversees therapeutic recreation programs/activities classes. Develops and implements therapeutic recreation plans. Keeps daily attendance records, progress notes and writes reports. Makes recommendations concerning the programs to superiors.

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.