

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Industrial Rehabilitation Career Counselor

SERIES NO.:

6561

MAJOR AGENCIES:

Bureau of Workers' Compensation only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the industrial rehabilitation career counselor occupation is to assess the vocational situation of workers who are industrially injured or diseased & assist them in developing realistic plans to return to work.

Incumbents assess claimants' vocational situation in order to provide services to enable them to return to work.

Note: This classification is to be used in Bureau of Workers' Compensation only.

CLASS TITLE:

Industrial Rehabilitation Career Counselor

CLASS NUMBER:

65611

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of career counseling in order to assess claimants' vocational situation & provide vocational services to assist claimants in developing realistic plans to return to work.

CLASS TITLE: Industrial Rehabilitation Career Counselor	CLASS NUMBER: 65611	BARGAINING UNIT: 12
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides vocational services to claimants (e.g., interviews clients to determine job readiness & appropriateness of placement; assesses impact of disability as it pertains to employment & specific vocational goals; teaches job seeking skills; provides individual vocational counseling; conducts follow-up counseling to ensure job retention; conducts reemployment seminars, career awareness programs & vocational adjustment seminars; makes & facilitates job placements), attends claimants staffing with referral sources, refers claimants to work simulation when appropriate & assists claimants in formulating vocational goals (e.g., evaluates & interprets aptitude list scores to claimant & determines areas of training suitable for claimants).

Operates vocational resource library & computerized occupational guidance systems (e.g., jobs & training available; resume writing; interviewing procedures); prepares & maintains related reports & records (e.g., case records progress notes; discharge reports; daily attendance records & billings for service); delivers speeches & presentations; recommends development of contractual agreements (e.g., on-job training; transportation allowances; mobility funding; employer incentives); researches labor market information for trends.

Attends meetings & provides reemployment information to rehabilitation team; attends meetings & seminars & takes courses related to employment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; human relations; interviewing; human services area (i.e., rehabilitation counseling, psychology, special education, social work, guidance & counseling); nature & implications of physical & mental disability; departmental policies & procedures related to vocational programs*. Ability to deal with non-verbal symbols in formulas, equations or graphs; write instructions & specifications concerning proper uses of machinery; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports; develop good rapport with clients; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in human services area (i.e., rehabilitation counseling, agency counseling, guidance & counseling, psychology) as required by college or university.

-Or 30 mos. as career counselor, job placement/job readiness counselor, or rehabilitation counselor.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.