

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Vocational Rehabilitation Counselor	<u>SERIES NUMBER</u> 6972
	<u>MAJOR AGENCIES</u> Opportunities for Ohioans with Disabilities	<u>EFFECTIVE</u> 06/14/2015

SERIES PURPOSE:
The purpose of the vocational rehabilitation counselor occupation is to provide rehabilitative services to eligible people with disabilities & to prepare them for suitable employment.

At the caseload assistant level, incumbents assist eligible people with disabilities toward increased functioning & mutually agreeable vocational goals and assist vocational rehabilitation counselors in developing comprehensive individual plans of employment for eligible consumers based on outcomes of counseling & assessment activities.

At the counselor levels, incumbents conduct interviews with applicant/eligible people with disabilities to assess vocational needs & develop/implement service plans for rehabilitation.

At the advanced specialist level, incumbents coordinate & review programs in assigned region or on statewide basis & act as liaison with staff, field providers and/or special population groups.

At the higher levels, incumbents supervise staff or manage vocational rehabilitation activities in assigned geographical area(s) or locations.

<u>JOB TITLE</u> Vocational Rehabilitation Caseload Assistant	<u>JOB CODE</u> 69721	<u>PAY GRADE</u> 9	<u>EFFECTIVE</u> 06/14/2015
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CLASS CONCEPT:
The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to coordinate, schedule & conduct interviews & group orientations with applicants/eligible people with disabilities to assess vocational needs.

<u>JOB TITLE</u> Vocational Rehabilitation Counselor 2	<u>JOB CODE</u> 69722	<u>PAY GRADE</u> 10	<u>EFFECTIVE</u> 02/09/2014
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CLASS CONCEPT:
The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to conduct assessment & counseling & develop individualized vocational rehabilitation plans to meet needs of eligible people with disabilities.

<u>JOB TITLE</u> Vocational Rehabilitation Counselor 3	<u>JOB CODE</u> 69723	<u>PAY GRADE</u> 11	<u>EFFECTIVE</u> 02/09/2014
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CLASS CONCEPT:
The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to conduct assessment & counseling & develop individualized vocational rehabilitation plans to meet needs of eligible people with disabilities.

<u>JOB TITLE</u> Vocational Rehabilitation Counselor 4	<u>JOB CODE</u> 69724	<u>PAY GRADE</u> 12	<u>EFFECTIVE</u> 02/09/2014
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CLASS CONCEPT:
The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to conduct assessment & counseling & develop individualized vocational rehabilitation plans to meet needs of eligible people with disabilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Program Specialist	69725	13	02/09/2014

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of human services area (e.g., rehabilitation counseling, counseling, social work, rehabilitation teaching, communication disorders, special education, guidance counseling, psychology, sociology, social work, child & family community services) in order to coordinate & review programs in assigned region or on statewide basis & act as liaison with staff, field providers &/or special population groups.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Program Administrator	69726	12	02/09/2014

CLASS CONCEPT:

The first administrative level class works under administrative direction & requires thorough knowledge of vocational rehabilitation principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of section, area, division or bureau in order to provide program direction by relieving superior of variety of difficult vocational rehabilitation related and/or administrative duties, or to do all of preceding & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Supervisor	69727	14	06/14/2015

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of rehabilitation counseling or related human services area in order to plan, direct & manage provision of services to eligible people with disabilities through supervising assigned vocational rehabilitation counselors and/or program specialists, housed at or assigned to one or multiple work locations, or does all of preceding & also supervise other staff (e.g., office assistants, accountant/examiners, interns/students).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Manager 1	69728	15	02/09/2014

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of rehabilitation counseling or related human services area or public or business administration in order to administer & direct multiple statewide vocational rehabilitation support programs or to facilitate and direct vocational rehabilitation services in assigned geographical area and in addition to either option, supervises assigned staff, to include vocational rehabilitation supervisors, program specialists and/or vocational rehabilitation counselors or in Department Of Mental Health and Addiction Services, manages department of vocational services & supervises workshop program evaluation supervisors in provision of rehabilitation services to facility &/or community consumers.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Vocational Rehabilitation Manager 2	69729	16	02/09/2014

CLASS CONCEPT:

The second managerial level class works under general direction & requires considerable knowledge of rehabilitation counseling or related human services field or public or business administration in order to plan, develop & direct vocational rehabilitation programs in assigned geographical area & supervise lower- level managerial or supervisory staff & administrative support personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Caseload Assistant	69721	12	06/14/2015	9

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.)

Coordinates, schedules & conducts interviews & group orientations with applicants/eligible people with disabilities to assess vocational needs (e.g. gather information regarding disability, functional limitations, work history, social history, educational background & special interests, researches consumer's disabilities, labor market information, education & training programs, referral sources & general information to aid higher-level Vocational Rehabilitation Counselors & to increase understanding of consumer's limitations & ensure appropriate services, teaches job seeking skills to consumers, individually or in group setting, assists higher-level Vocational Rehabilitation Counselors &/or consumers with research regarding employment placement services & follows-up on employed consumers to assess need for further services & assists consumers & employers in understanding employment agreements & laws pertaining to wages & employing people with disabilities). Coordinates and conducts direct job placement activities with consumers including proper procedures in preparing resumes & completing job applications, preparing for job interviews and information related to how to seek employment. Assists consumers with benefits counseling & planning.

Prepares paperwork to request diagnostic testing/evaluation from doctors psychologists & other health care professionals; reviews & discusses diagnostic information with medical consultants to assist Vocational Rehabilitation Counselor 2, 3, &/or 4 to determine eligibility & to identify specific vocational rehabilitation services needed, conducts in-house evaluations/assessments to assist in determination of appropriate vocational goal.

Researches & coordinates services (e.g. physical/mental restoration, assessment, training, work adjustment, personal assistance, transportation, maintenance, rehabilitation engineering, assistive technology service & other goods & services); monitors caseloads for case progression, 60-day contact needs, assists with coordination of job clubs, maintains & disseminates general information & resources (e.g. information/referral, referral packets, vocational exploration services), conducts referral screening & pre-planning groups.

Monitors treatment plan, implementation & progress via review of progress reports, meetings, & telephone contacts with consumers & community rehabilitation partners & identifies service plan amendments or need for additional services, ensures documentation is included in case record (e.g. grades, reports from vendors, case notes), maintains documentation on eligible people with disabilities; schedules appointments, screens & refers calls.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations, departmental policy & procedures related to vocational programs*; eligibility criteria*; evaluation & appraisal techniques*; available community & governmental resources*; human services area (e.g., rehabilitation counseling, psychology, sociology, social work, special education, pre-medicine, guidance & counseling, nursing, occupational or physical therapy, speech & hearing); nature & implications of physical or mental disability. Skill in operation of personal computer & related software*. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data, handle sensitive face-to-face contacts & develop good rapport with client.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's core program in human services area (e.g. rehabilitation, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching).

-Or Bachelor's core program in academic field commensurate with program area to be assigned per approved Position Description on file.

-Or 24 mos. exp. In the delivery of vocational rehabilitation services (e.g. job development, benefits analysis, certified vocational evaluator, vocational specialist).

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Counselor 2	69722	12	02/09/2014	10

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.)

Conducts initial consumer intake: processes consumer referrals, completes consumer application, conducts initial consumer assessment for eligibility, completes health assessment & related forms; determines necessary diagnostic/vocational (e.g. ergonomics, community based assessment, mobility) assessments. Determines consumer eligibility & order of selection: obtains consumer records, reviews medical, disability (e.g. work history observation, self-reports) &/or psychological information; identifies consumer disability; determines impediments to employment; assesses consumer need for VR services; determines areas of functional limitation; identifies timeline for services.

Facilitates comprehensive assessment/vocational planning: identifies consumer vocational interests & skills, counsels consumer regarding disability, determines services & providers. Counsels consumer on selection of vocational goals & services; evaluates aspects of available jobs in relation to disability & job market, provides information & training concerning appropriate grooming & attire, proper procedures in preparing resumes & completing job applications, preparing for job interviews and information related to how to seek employment.

Determines funding sources & comparable benefits; finalizes written individualized plan for employment. Refers &/or provides direct service(s) to consumer; monitors consumer progress toward vocational goals & vendor provision of services. Monitors vendors to ensure quality of services provided; intervenes to correct areas of deficiency. Identifies services plan amendments or need for additional services. Evaluates consumers for job readiness, makes job placements or recommends additional training.

Maintains detailed case record on each consumer; monitors case expenditures & resolves outstanding authorizations; advises consumer on post closure resources. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

Develops &/or maintains VR community relationships: establishes relationships with community partners, serves on community committees, markets VR to employers and businesses; assists businesses with identification of needs. Conducts surveys of businesses, industry & community agencies. Assists employers in understanding laws regarding minimum wage, employment of people with disabilities; provides vocational & labor market information; identifies consumers to meet employer needs.

Or

Provides oversight for third party cooperative agreements: verifies consumer case documentation; resolves discrepancies in consumer case files; maintains responsibility for consumer casework decisions related to non-delegable functions (e.g. eligibility, order of selection, individualized plan for employment, clones, closures). Provides technical support to VR contractors, conducts coordinator trainings & meetings. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

Or

Provides generalized counseling services as identified above with specific service provisions related to rehabilitative teaching: Assesses consumer disability, limitations, background, interests & need for adaptive equipment (e.g. evaluates personality, aptitude & social, economic & educational background); evaluates homemaking skills & interests, types & effects of disabilities & environmental factors; assesses consumer needs in area of physical restoration & need for adaptive devices; arranges for instruction in methods to allow independence). Evaluates attitudes & emotions to ensure effectiveness of programmatic response; provides support, assistance, motivation & advice in social, personal & vocational areas; Provides instruction in home management techniques, communication (e.g., braille instruction, typing, using various home utensils, tools & devices). Coordinates or develops services with rehabilitation facilities, home industry services & social service agencies; acts as resource person to counselors concerning techniques for handling cases of consumers with severe and/or multiple disabilities. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations, departmental policy & procedures related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, psychology, sociology, social work, special education, pre-medicine, guidance & counseling, nursing, occupational or physical therapy, speech & hearing); nature & implications of physical or mental disability. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data, handle sensitive face-to-face contacts & develop good rapport with client.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

-Master's degree in human service area (e.g., rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching).

-Or current certification as a Certified Rehabilitation Counselor (CRC).

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

If incumbent does not have a current CRC or a Master's in Rehabilitation Counseling, then completion of coursework in Theories & Techniques of Counseling must be demonstrated (via official transcript) by the conclusion of the one year probationary period.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Counselor 3	69723	12	02/09/2014	11

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.)

Conducts initial consumer intake: processes consumer referrals, completes consumer application, conducts initial consumer assessment for eligibility, completes health assessment & related forms; determines necessary diagnostic/vocational (e.g. ergonomics, community based assessment, mobility) assessments. Determines consumer eligibility & order of selection: obtains consumer records, reviews medical, disability (e.g. work history observation, self-reports) &/or psychological information; identifies consumer disability; determines impediments to employment; assesses consumer need for VR services; determines areas of functional limitation; identifies timeline for services.

Facilitates comprehensive assessment/vocational planning: identifies consumer vocational interests & skills, counsels consumer regarding his/her disability, determines services & providers. Counsels consumer on selection of vocational goals & services; evaluates aspects of available jobs in relation to disability & job market, provides information & training concerning appropriate grooming & attire, proper procedures in preparing resumes & completing job applications, preparing for job interviews and information related to how to seek employment.

Determines funding sources & comparable benefits; finalizes written individualized plan for employment. Refers &/or provides direct service(s) to consumer; monitors consumer progress toward vocational goals & vendor provision of services. Monitors vendors to ensure quality of services provided; intervenes to correct areas of deficiency. Identifies services plan amendments or need for additional services. Evaluates consumers for job readiness, makes job placements or recommends additional training.

Maintains detailed case record on each consumer; monitors case expenditures & resolves outstanding authorizations; advises consumer on post closure resources. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

Develops &/or maintains VR community relationships: establishes relationships with community partners, serves on community committees, markets VR to employers and businesses; assists businesses with identification of needs. Conducts surveys of businesses, industry & community agencies. Assists employers in understanding laws regarding minimum wage, employment of people with disabilities; provides vocational & labor market information; identifies consumers to meet employer needs.

Or

Provides oversight for third party cooperative agreements: verifies consumer case documentation; resolves discrepancies in consumer case files; maintains responsibility for consumer casework decisions related to non-delegable functions (e.g. eligibility, order of selection, individualized plan for employment, clones, closures). Provides technical support to VR contractors, conducts coordinator trainings & meetings. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

Or

Provides generalized counseling services as identified above with specific service provisions related to rehabilitative teaching: Assesses consumer disability, limitations, background, interests & need for adaptive equipment (e.g. evaluates personality, aptitude & social, economic & educational background); evaluates homemaking skills & interests, types & effects of disabilities & environmental factors; assesses consumer needs in area of physical restoration & need for adaptive devices; arranges for instruction in methods to allow independence). Evaluates attitudes & emotions to ensure effectiveness of programmatic response; provides support, assistance, motivation & advice in social, personal & vocational areas; Provides instruction in home management techniques, communication (e.g., braille instruction, typing, using various home utensils, tools & devices. Coordinates or develops services with rehabilitation facilities, home industry services & social service agencies; acts as resource person to counselors concerning techniques for handling cases of consumers with severe and/or multiple disabilities. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; departmental policy & procedures related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, psychology, sociology, social work, special education, pre-medicine, nursing, occupational or physical therapy, speech & hearing, guidance & counseling); nature & implication of disability. Ability to define problems, collect data, establish facts & draw valid conclusions; calculates fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data; handle sensitive face-to-face contacts & develop good rapport with client.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in human services (e.g., rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching) or current certification as a Certified Rehabilitation Counselor (CRC). Plus, one (1) year of probation as a VRC 2 with OOD.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Counselor 4	69724	12	02/09/2014	12

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.)

Conducts initial consumer intake: processes consumer referrals, completes consumer application, conducts initial consumer assessment for eligibility, completes health assessment & related forms; determines necessary diagnostic/vocational (e.g. ergonomics, community based assessment, mobility) assessments. Determines consumer eligibility & order of selection: obtains consumer records, reviews medical, disability (e.g. work history observation, self-reports) &/or psychological information; identifies consumer disability; determines impediments to employment; assesses consumer need for VR services; determines areas of functional limitation; identifies timeline for services.

Facilitates comprehensive assessment/vocational planning: identifies consumer vocational interests & skills, counsels consumer regarding his/her disability, determines services & providers. Counsels consumer on selection of vocational goals & services; evaluates aspects of available jobs in relation to disability & job market, provides information & training concerning appropriate grooming & attire, proper procedures in preparing resumes & completing job applications, preparing for job interviews and information related to how to seek employment.

Determines funding sources & comparable benefits; finalizes written individualized plan for employment. Refers &/or provides direct service(s) to consumer; monitors consumer progress toward vocational goals & vendor provision of services. Monitors vendors to ensure quality of services provided; intervenes to correct areas of deficiency. Identifies services plan amendments or need for additional services. Evaluates consumers for job readiness, makes job placements or recommends additional training.

Maintains detailed case record on each consumer; monitors case expenditures & resolves outstanding authorizations; advises consumer on post closure resources. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

Develops &/or maintains VR community relationships: establishes relationships with community partners, serves on community committees, markets VR to employers and businesses; assists businesses with identification of needs. Conducts surveys of businesses, industry & community agencies. Assists employers in understanding laws regarding minimum wage, employment of people with disabilities; provides vocational & labor market information; identifies consumers to meet employer needs.

Or

Provides oversight for third party cooperative agreements: verifies consumer case documentation; resolves discrepancies in consumer case files; maintains responsibility for consumer casework decisions related to non-delegable functions (e.g. eligibility, order of selection, individualized plan for employment, clones, closures). Provides technical support to VR contractors, conducts coordinator trainings & meetings. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

Or

Provides generalized counseling services as identified above with specific service provisions related to rehabilitative teaching: Assesses consumer disability, limitations, background, interests & need for adaptive equipment (e.g. evaluates personality, aptitude & social, economic & educational background;); evaluates homemaking skills & interests, types & effects of disabilities & environmental factors; assesses consumer needs in area of physical restoration & need for adaptive devices; arranges for instruction in methods to allow independence). Evaluates attitudes & emotions to ensure effectiveness of programmatic response; provides support, assistance, motivation & advice in social, personal & vocational areas; Provides instruction in home management techniques, communication (e.g., braille instruction, typing, using various home utensils, tools & devices. Coordinates or develops services with rehabilitation facilities, home industry services & social service agencies; acts as resource person to counselors concerning techniques for handling cases of consumers with severe and/or multiple disabilities. Evaluates services provided (e.g. by CRPs, TPCAs, support staff) to ensure consumer needs are met; provides oversight of service provision & fee schedule/billing, initiates corrective action as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; departmental policy & procedures related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, psychology, sociology, special education, social work, pre-medicine, nursing, occupational or physical therapy, speech & hearing, guidance & counseling); nature & implications of physical & mental disability. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data; handle sensitive face-to-face contacts & develop good rapport with client or patient.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Master's degree in human services (e.g., rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching) or current certification as a Certified Rehabilitation Counselor (CRC). If the graduate degree is not in rehabilitation counseling then four (4) graduate level courses from a council on rehabilitation education (core) accredited rehabilitation counseling program are required. There are six (6) curriculum areas from which the four (4) courses may be selected. They are (1) foundations of rehabilitation counseling, (2) counseling services, (3) case management, (4) vocational and career development, (5) assessment, and (6) job development and placement, plus four (4) years of experience as a VRC 2 or above with OOD to be a VRC 4.

It is understood that if any of the courses from the six (6) curriculum areas were taken in the graduate training from a core accredited rehabilitation counseling program, then the employee does not have to substitute or retake the course.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Program Specialist	69725	12	02/09/2014	13

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.)

Coordinates & reviews programs in assigned multi-county or district area & provides specialized consultative assistance to program &/or specialized staff (i.e., advises & trains partners, counselors & rehabilitation teachers, interprets & recommends program rules & regulations, assists in program compliance to rules & regulations & evaluates program effectiveness); acts as liaison between agency central office & partner, program, field staff &/or rehabilitation service providers.

OR

Develops & coordinates statewide programs related to vocational rehabilitation (e.g., PCA, IL), recommends program policies & procedures for assigned programs & writes procedural manuals, drafts program goals, oversees activities of program & VR staff.

AND In addition to one of the preceding options:

Writes reports & program evaluation reports for professional services staff & administrative personnel; drafts program contracts in accordance with agency policy, reviews & monitors contracts; assists in writing grant proposals &/or monitors grant award agreements; makes recommendations for most efficient & effective use of service & grant funds; acts as resource to staff & employers & provides information & staff training on vocational rehabilitation programs; develops & maintains working relationships with employers & provides technical assistance regarding employment related matters (e.g., job site training; assesses work-site & job duties for appropriate consumer placement); identifies, researches &/or projects employer needs; provides technical assistance to counselors (e.g., communicates progress of programs; advises counselors of program changes; tracks counselor authorizations for program budget); works with appropriate entities (e.g., counselors, partners, program coordinators/staff) to ensure delivery of program services; reviews & approves vendor invoices & invoices for reimbursement.

Assists in evaluating quality & quantity of services provided within VR &/or in rehabilitation providers; recommends changes in service delivery techniques; advises on new methods, concepts & approaches to be utilized; acts as technical advisor to staff, employers & contractors & provides information & technical assistance on vocational rehabilitation programs; provides consultation, workshops & seminars related to assigned program; provides consultation & technical assistance to management staff public & private agencies, consumers/their families/advocates regarding assigned program & case service delivery; develops & maintains working relationships with employers; provides rationale for agency programming decisions; negotiates options with contractors to improve poor contract performance; contacts individuals to obtain information on research topics; answers questions from field staff concerning policy &/or best practices; resolves conflicts between state employees & specialty vocational rehabilitation programs; identifies needs in program area &/or identifies needs of assigned populations (e.g., public assistance recipients; consumers using one-stop employment centers); develops options that address needs; proposes strategies for services.

Operates personal computer to produce various documents (e.g., contracts; agreements; progress reports); compiles & analyzes data & prepares quarterly reports on data, projects & contracts; maintains operational & financial records & reports (e.g., business plans & projections; personnel, payroll & benefit information; disability information & diagnosis; personal & financial information); represents agency at meetings & conferences.

MAJOR WORKER CHARACTERISTICS:

Knowledge of vocational rehabilitation programs; human services (e.g., rehabilitation counseling; counseling; social work; rehabilitation teaching; communication disorders; special education; guidance & counseling; psychology; sociology; child & family community services); human resource training & development; public relations; management consulting; public accounting; public budgeting or public finance; human services field; federal & state laws & rules governing operation of vocational rehabilitation programs; technical writing; effective oral communication. Skill in operation of personal computer*. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; develop complex reports & position papers; gather, collate & classify information about data, people or things, handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate degree in a human services area (i.e., rehabilitation counseling, counseling, social work, rehabilitation teaching, communication disorders, special education, guidance & counseling, psychology, sociology, child & family community services), as required by an accredited college or university.

-Or completion of graduate degree in other related vocational rehabilitation area (e.g., rehabilitation management/administration) from an accredited college or university.

-Or a master's degree in a business related area (e.g. business, marketing, accounting, human resources, organizational development, public relations) from an accredited college or university. The business degree will be applicable to positions whose scope deals with marketing/contract monitoring or those with the working title of Employer Services Coordinator.

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

Candidates selected who have a business degree must complete four (4) graduate level courses from a Council on Rehabilitation Education (CORE) accredited Rehabilitation Counseling Program. There are six (6) curriculum areas from which the four courses may be selected. They are: (1) foundation of rehabilitation counseling, (2) counseling services, (3) case management, (4) vocational and career development, (5) assessment, and (6) job development and placement. The four courses must be from different subject areas. The individual with the business degree will have two (2) years to complete the requirement from the date of hire. Failure to complete this requirement is considered cause for removal and is not subject to the grievance procedure. Individuals who have a bachelor's degree in vocational rehabilitation or two (2) years of experience in vocational rehabilitation will not have to take the graduate level courses noted above.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Program Administrator	69726	EX	02/09/2014	12

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.)

Plans, evaluates & directs one or more components of vocational rehabilitation program, develops & implements program policies & procedures, provides technical consultative assistance to providers, partners and/or staff, monitors program compliance, develops budgets &/or monitors fiscal compliance & if assigned, supervises professional &/or technical personnel.

Serves as liaison between VR & business: markets VR to employers and businesses; assists businesses with identification of needs; works with VR counselors and staff to address employer needs; assists with job readiness & placement for consumers (e.g. resume preparation, mock interviews & interview protocol). Assists employers by screening qualifications of consumers for identified job openings, refers qualified consumers for placement consideration. Obtains interview feedback from potential employers and addresses issues/concerns with VRC &/or consumers. Reviews labor market information to identify trends; analyzes trends for applicability to VR programs & consumers; educates &/or provides training to VR staff (e.g. labor market information, business needs, trend analysis, resume preparation, interviewing protocol). Tracks and prepares statistical reports on OOD consumer applicants and employer placements.

Recruits &/or trains employees & assists higher-level supervisor/manager in development &/or coordination of overall programs; assigns referrals, provides technical advice to aid administrators in decision making, reviews & responds to complaints &/or inquiries of the public, partners, program participants & government officials; serves as liaison between manager & subordinates, transmits decisions & directives; writes position papers & reports; attends & conducts meetings; prepares & delivers presentations; prepares &/or maintains program reports/documentation &/or proposed legislation or agency rules.

Responds to programmatic issues/needs of staff; leads/monitors project teams; plans, writes & implements bureau goals; prepares or assists with grant applications (e.g., estimates funding needs; projects/ summarizes objectives, activities & evaluation process); reviews & approves contract invoices; develops new &/or revises existing service contracts; develops requests for proposal. Develops &/or revises program/project guidelines, standards &/or policy & procedure manual; prepares & maintains required records & reports; conducts research, attends training, seminars & conferences to keep abreast of trends & legislative changes & other developments affecting assigned area(s) of expertise & to expand knowledge & acquire/expand skills.

MAJOR WORKER CHARACTERISTICS:

Knowledge of vocational rehabilitation programs; human services (e.g., rehabilitation counseling; counseling; social work; rehabilitation teaching; communication disorders; special education; guidance & counseling; psychology; sociology); supervisory principles/techniques; business administration, management science or public administration; public relations; employee training & development; interviewing; federal & state laws & rules governing operation of vocational rehabilitation programs; technical writing; effective oral communication. Skill in operation of personal computer. Ability to gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; deliver speeches before government officials & general public; write, letters, papers & reports; handle sensitive telephone & face-to-face inquiries & contacts with general public; develop complex reports & position papers; gather, collate & classify information about data, people or things, handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in human service area or business or public administration or related field.

-Or completion of undergraduate core program in human service area or business or public administration or related field; 12 mos. training or 12 mos. experience in supervisory principles & techniques.

-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, must be able to arrange own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Supervisor	69727	EX	06/14/2015	14

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.)

Plans, directs & manages provision of services to eligible people with disabilities through supervising assigned vocational rehabilitation staff (e.g. counselors, rehabilitation program specialists, support staff) housed at or assigned to one or more work locations; provides oversight to staff evaluating and monitoring vocational rehabilitation public and private partnership compliance or ensures equitable delivery of services as required by federal & state law by coaching staff in approaches to service provision, develops annual counselor goals, conducting case & caseload reviews, ensuring timely referral assignments & interpreting policy. Addresses &/or resolves issues, disputes &/or concerns related to casework, billings, office staff, etc.

Mentors staff, prepares operating objectives, strategies & budget & monitors expenditures for assigned work unit(s), participates in development of area/program wide operating plan & budget, hears first-level grievances, assumes responsibility on behalf of manager (e.g., assumes responsibility of assigned area/program in absence of manager); attends meetings; authorizes payments) when assigned & assists manager with other administrative or supervisory responsibilities; reviews reports, analyzes data for trends, recommends &/or makes necessary adjustments to service delivery; participates in statewide assignments of administrative nature. Recommends &/or initiates purchase/maintenance of equipment, materials and supplies.

Works in conjunction with other rehabilitation agencies & groups to develop resources for consumer services within community; serves as liaison/consultant in establishing programs & services & monitoring inter-agency agreements & makes community contacts to formulate & obtain contracts &/or grants; identifies internal & external issues that may impact service delivery; communicates issues & proposed strategies to agency administration.

Responds to legislative or other inquiries to explain or interpret agency policy or practices; performs variety of public relations activities; attends conferences & staff meetings; serves on statewide & local committees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting*; human resources planning; employee training & development; supervisory principles/techniques; departmental policies, procedures & practices related to vocational programs; counseling; eligibility criteria; evaluation & appraisal techniques; available community, industrial & government resources; human services area (e.g., rehabilitation counseling, education, psychology, sociology, social work, guidance & counseling); public relations; marketing*. Ability to define problems, collect data, establish facts & draw valid conclusions; establish objectives & strategies & conducts case revisions to determine adherence to policy & suitability for clients; prepare budget & summary of issues impacting services; gather, collate & classify data; handle sensitive contacts with community & governmental officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in human services area; 3 yrs. exp. in private/governmental agency in a position providing counseling services.

-Or completion of undergraduate core program in human services area; 4 yrs. exp. in private/governmental agency in position providing counseling services

-Or 3 yrs. exp. as vocational rehabilitation counselor or vocational rehabilitation program specialist with Opportunities for Ohioans with Disabilities.

-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, sometimes overnight, must be able to arrange own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Manager 1	69728	EX	02/09/2014	15

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.)

Acts for and on behalf of agency through administration & direction of multiple statewide vocational rehabilitation support programs (e.g. employer marketing, community based delivery systems, policy & procedures, quality assurance, agency strategic planning, policy development, program & fiscal audits). Utilizes personal judgment & leadership ability to support federally mandated vocational rehabilitation services & delivery systems; & in addition, supervises assigned staff, to include vocational rehabilitation supervisors, program specialists and/or vocational rehabilitation counselors.

OR

Acts for and on behalf of agency through facilitation & direction of vocational rehabilitation services in assigned geographical area: utilizes personal judgment & leadership ability to analyze area case services, finances & caseload movement; develop area staff patterns & budget, research characteristics of people with disabilities in area and service facilities & identify manpower needs; assists in investigation of unusual & emergent situations concerning service delivery & assumes responsibility of assigned area in absence of manager. Assists agencies in grant procurement & design based on consumer needs; acts as liaison between area & government & private agencies to build & maintain mutual referrals & promote quality services. In addition, supervises assigned staff, to include OOD rehabilitation program specialists and/or vocational rehabilitation counselors.

AND In addition to one of the preceding options:

Promotes improved accessibility to rehabilitation services & enhanced program strategies for people with disabilities & supervises programs that promote consumer involvement & advocacy. Analyzes & evaluates agency programs, policies & procedures; ensures compliance with federal/state laws & regulations; recommends program changes; evaluates cost effectiveness & accountability of programs; assists in developing policy & directives; ensures timely development of planning documents; develops operating plans, goals & budget, monitors goal accomplishment & fiscal compliance; attends/represents agency with consumers, employers, community rehabilitation organizations, educational systems, government officials & news media; serves on various boards & committees representing bureau &/or agency. Responds to public &/or governmental concerns.

OR

In Department Of Mental Health and Addiction Services, manages department of vocational services & supervises workshop program evaluation supervisors in provision of rehabilitation services to facility &/or community consumers.

Acts as administrative/managerial liaison between central office & field operations; evaluates operational needs related to service delivery & case services; represents agency with medical, educational &/or consumer organizations; analyzes transitional programs & specialized services; develops contracts & provides consultation for inter-governmental services; coordinates activities with community mental health boards, state institutions & other private & public service providers; oversees contract agreements, state & federal reports & develops position papers to gain public &/or private support of programs; writes rationales & cost accounting for grants & matching dollars from multiple funding sources.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; budgeting; manpower planning; department policies, procedures & practices related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community, industrial & government resources; human services area (e.g., rehabilitation counseling, education, psychology, sociology, social work, guidance & counseling); public or business administration; caseload management; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; develop complex reports & position papers; deliver speeches before general public; handle sensitive inquiries from & contacts with clients & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate program in human services area or management (e.g., human resources, public, business or rehabilitation administration); 2 yrs. exp. as vocational rehabilitation supervisor for assigned agency or 3 yrs. exp. in supervisory/managerial position.

-Or completion of undergraduate core program in human services or management area; (e.g., human resources, business, public or rehabilitation administration); 4 yrs. exp. in supervisory/managerial position.

-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, sometimes overnight.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vocational Rehabilitation Manager 2	69729	EX	02/09/2014	16

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.)

Acts for and on behalf of agency by planning, developing and directing vocational rehabilitation program & services in assigned geographical area of the state: responsible for area-wide vocational rehabilitation programs & delivery systems; maintains authority and responsibility for day-to-day area operations; supervises lower level managerial or supervisory staff & clerical support personnel. Utilizes personal judgment & leadership ability to develop, implement and conduct vocational rehabilitation program policy development, planning & evaluation, prepares area operating budget & goals (e.g., projects necessary allocations for general case services; prepares individualized goals for counselors regarding caseload & consumers; implements system of standards & reports; maintains statistics with current data on goal achievement; submits monthly reports regarding goal accomplishment, deviations from goals & budget & recommended adjustments or corrections), serves as area decision maker regarding distribution of staff, caseloads, etc.; directs special projects & initiatives & analyzes case service, administrative & operating costs for both federal & state monies, assists in developing agency's yearly operating plan, exercises independent judgment for fiscal control & accountability of area programs & services to consumers; analyzes & assesses policies, programs & procedures for vocational rehabilitation programs; formulates, administers & assesses all phases of direct service delivery, benefit eligibilities & services, coordinates vocational rehabilitation networking at all governmental levels, with private rehabilitation facilities & other service providers, analyzes data to identify & correct deficiencies in service delivery & ineffective costing; analyzes trends & shifts in populations for people with disabilities either by demographics or disability type & in conjunction with labor market trends. Makes appropriate adjustments based on information obtained.

Interacts with federal, state & local government officials, consumer groups & advocates for people with disabilities; represents area &/or agency at regional &/or national level; provides technical assistance & consultative services to community resources as well as other state & federal agencies; maintains federal & inter-agency relations to facilitate goals of area &/or agency; delivers speeches to community or service organizations & professional associations; develops inter-agency agreements & contracts; develops complex reports & position papers; provides written testimony in support of resources & pending legislation enhancing rehabilitation services & long range employment strategies for people with disabilities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; public relations; department policies, procedures & practices relative to vocational rehabilitation programs; available community, industrial & government resources; human services area (e.g., rehabilitation counseling, education, psychology, sociology, social work, guidance & counseling); public or business administration; case management; supervisory techniques/principles; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate program in human services area or management (e.g., human resources, public, business or rehabilitation administration); 3 yrs. exp. as vocational rehabilitation supervisor for assigned agency or 4 yrs. exp. as supervisor/manager of counseling services with private/ governmental agency.

-Or completion of graduate program in human services or management area; 1 yr. exp. as Vocational Rehabilitation Manager 1, 69728 for assigned agency.

-Or completion of undergraduate core program in human services or management area; 5 yrs. exp. as supervisor/manager of counseling services with private/ governmental agency or 2 yrs. exp. as Vocational Rehabilitation Manager 1, 69728.

-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, sometimes overnight, must be able to arrange own transportation.