

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES: Technical Vocational Rehabilitation Specialist	SERIES NO.: 6334
MAJOR AGENCIES: Bureau Of Worker's Compensation Only	EFFECTIVE DATE: 05/18/03

SERIES PURPOSE:

The purpose of the technical vocational rehabilitation specialist occupation is to develop, draft & implement vocational rehabilitation policies & procedures.

At the full performance level, incumbents develop, draft & implement vocational rehabilitation policies & procedures.

CLASS TITLE:

Technical Vocational Rehabilitation Specialist

CLASS NUMBER:

63341

EFFECTIVE DATE:

05/18/03

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of worker's compensation laws, policies & procedures & rehabilitation & medical claims management procedures in order to develop, draft & implement vocational rehabilitation policies & procedures.

CLASS TITLE: Technical Vocational Rehabilitation Specialist	CLASS NUMBER: 63341	BARGAINING UNIT: 12
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EFFECTIVE DATE:
05/18/03

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.)

Develops, drafts & implements vocational rehabilitation policies & procedures for effective treatment & return to work of Ohio's injured workers (i.e., policies used by managed care organizations, vocational rehabilitation providers, bureau of worker's compensation employees &/or therapists), researches, analyzes & prepares complex reports of best practice policies & procedures from benchmarks of other workers compensation payers & managed care organizations (MCOs) nationwide, drafts, develops & implements BWC best practice policies & procedures for vocational rehabilitation service provision, publishes policies in MCO policy reference guide, billing & reimbursement manual & online on BWC's info-station, coordinates policy development & implementation with medical technical specialists, claims technical specialists, BWC law department, BWC field operations division & training department, monitors & facilitates policy implementation &/or changes with all members of BWC customer service team to include industrial rehabilitation specialists, team leaders, MCO staff, state fund & self insuring employers, injured workers, injured worker's representatives, state & local agencies & rehabilitation providers, drafts rules for Ohio administrative code relative to vocational rehabilitation & new legislation & coordinates with BWC law department via e-mail, telephone, letter &/or internet, responds to most complex rehabilitation questions from internal & external customers (i.e., injured workers, providers, employers, managed care organizations; attorneys; government officials) regarding implementation of vocational rehabilitation policies, payment codes, reimbursements for rehabilitation services & appropriate case direction for injured workers, listens, clarifies, mediates & resolves customers' difficult issues related to rehabilitation of injured workers.

Develops & delivers training & informational presentations for internal & external customers on delivery of vocational rehabilitation services; works with BWC rehab audit unit to identify policy improvement.

Assists rehabilitation audit department with audits & assist BWC ADR unit with review of disputed vocational rehabilitation claims.

MAJOR WORKER CHARACTERISTICS:

Knowledge of vocational/rehabilitation services; health care coverage & reimbursement techniques; health care administration; cost containment measures; statistical analysis; vocational rehabilitation policies in workers compensation systems & insurance industry standards*; worker's compensation laws*. Skill in operation of personal computer*. Ability to understand somewhat abstract field of study (i.e., health care); read technical manuals & instructions; create complex reports using computer software; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in health care administration or rehabilitation counseling or related field.

-Or, per section 4123-6-022 of Ohio administrative code, possess at least one of the following certifications (i.e., certified rehabilitation counselor or certified disability management specialist or certified case manager).

-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:

May require travel.