

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

VRC (Employer Services Specialist)

SERIES NO.:

6974

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the vocational rehabilitation counselor, (employer services specialist) occupation is to evaluate disabled clients to determine their job readiness & make job placement or referral for additional on-job training. At all levels, incumbents evaluate client's vocational aptitude, academic & experience background, assess disability & its effects & counsels clients to better understand & cope with their disability as it relates to vocational goals.

CLASS TITLE:

Vocational Rehab Couns 2 (Empl Svc Spec)

CLASS NUMBER:

69747

EFFECTIVE DATE:

06/01/2000

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 evaluate referred clients for job readiness & make job placements or recommend additional training, counsel clients regarding their disability & how it relates to vocational goals & conduct surveys of businesses, industry & community agencies.

CLASS TITLE:

Vocational Rehab Couns 3 (Empl Svc Spec)

CLASS NUMBER:

69748

EFFECTIVE DATE:

01/05/1997

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 evaluate referred clients for job readiness & make job placements or recommend additional training, counsel clients regarding their disability & how it relates to vocational goals & conduct surveys of businesses, industry & community agencies.

CLASS TITLE:

Vocational Rehab Couns 4 (Empl Svc Spec)

CLASS NUMBER:

69749

EFFECTIVE DATE:

01/05/1997

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 evaluate referred clients for job readiness & make job placements or recommend additional training, counsel clients regarding their disability & how it relates to vocational goals & conduct surveys of businesses, industry & community agencies.

<u>CLASS TITLE:</u> Vocational Rehab Couns 2 (Empl Svc Spec)	<u>CLASS NUMBER:</u> 69747	<u>BARGAINING UNIT:</u> 012
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EFFECTIVE DATE:

06/01/2000

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.)

In Rehabilitation Services only, evaluates clients who are disabled referred by other counselors to determine their job readiness & makes job placement or referral for additional on-job training (e.g., evaluates vocational aptitude, academic & experience background; assesses type of disability & its effects; refers back to counselor who initiated case for authorization of services not related to job training & placement), develops or assists other counselors to develop on-job training sites & agreements, provides follow-up with employees & clients to insure adherence to agreements, evaluates all aspects of available jobs in relation to client disabilities served, conducts job surveys of businesses & industries, in assigned geographical area, & develops job bank & assists employers in understanding laws regarding minimum wage, employment of handicapped & worker's compensation.

Counsels clients to understand & respond positively to their disabilities as they relate to work & specific vocational goals (e.g., assists clients in examining options when vocational goal is unrealistic); promotes client understanding of his/her vocational strengths; provides information & training concerning appropriate grooming & attire, proper procedures in preparing resume & completing job applications, in handling job interview & how to seek employment); provides vocational & labor market information.

Prepares & maintains case records, related reports & contractual agreements; reviews individual case folders to determine appropriateness of placement for client.

Develops & maintains contacts with business, industry & community agencies to inform them of department's goals & purposes in area of job development; prepares & delivers speeches; works with other job placement specialists to share job leads information & coordinate job development efforts.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nature & implications of physical & mental disability; departmental policies & procedures related to job placement program*; evaluation & appraisal techniques; available community, private & governmental resources; occupational & labor market information; labor & worker compensation laws & regulations; eligibility criteria; human services area (i.e., rehabilitation counseling, psychology, sociology, special education, social work, nursing, occupational or physical therapy, pre-medicine, speech & hearing, guidance & counseling); personnel & labor relations*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; interview clients & determine suitability for job placement or training; gather, collate & classify data; handle sensitive face-to-face contacts with clients & community, governmental, business & industry officials; develop good rapport with client.

(*)Developed after employment.

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); 2 courses in business or 6 mos. exp.

-Or current certification as a certified rehabilitation counselor (CRC); 2 courses in business or 6 mos. exp.

-Or current enrollment in a qualifying master's degree program & graduation prior to hire date.

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.

CLASS TITLE: Vocational Rehab Couns 3 (Empl Svc Spec)	CLASS NUMBER: 69748	BARGAINING UNIT: 012
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EFFECTIVE DATE:

01/05/1997

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Counsels clients to understand & respond positively to their disabilities as they relate to work & specific vocational goals (e.g., assists clients in examining options when vocational goal is unrealistic); promotes client understanding of his/her vocational strengths; provides information & training concerning appropriate grooming & attire, proper procedures in preparing resume & completing job applications, in handling job interview & how to seek employment); provides vocational & labor market information.

Prepares & maintains case records, related reports & contractual agreements; reviews individual case folders to determine appropriateness of placement for client.

Develops & maintains contacts with business, industry & community agencies to inform them of department's goals & purposes in area of job development; prepares & delivers speeches; works with other job placement specialists to share job leads information & coordinate job development efforts.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nature & implications of physical & mental disability; departmental policies & procedures related to job placement program*; evaluation & appraisal techniques; available community, private & governmental resources; occupational & labor market information; labor & worker compensation laws & regulations; eligibility criteria; human services area (i.e., rehabilitation counseling, psychology, sociology, special education, social work, nursing, occupational or physical therapy, pre-medicine, speech & hearing, guidance & counseling); personnel & labor relations*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; interview clients & determine suitability for job placement or training; gather, collate & classify data; handle sensitive face-to-face contacts with clients & community, governmental, business & industry officials; develop good rapport with client.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Masters 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 courses may be selected. They are: (1) foundation of rehabilitation counseling, (2) counseling services, (3) case management, (4) vocational & career development, (5) assessment, & (6) job development & placement plus for VRC's hired prior to May 31, 2000, will require two (2) years experience as a VRC 2 with RSC & VRC's hired after May 31, 2000 will require three (3) years of experience as a VRC 2 with RSC to be a VRC 3. 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; & two courses in business or six months experience.

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.

CLASS TITLE: Vocational Rehab Couns 4 (Empl Svc Spec)	CLASS NUMBER: 69749	BARGAINING UNIT: 012
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EFFECTIVE DATE:

01/05/1997

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Counsels clients to understand & respond positively to their disabilities as they relate to work & specific vocational goals (e.g., assists clients in examining options when vocational goal is unrealistic); promotes client understanding of his/her vocational strengths; provides information & training concerning appropriate grooming & attire, proper procedures in preparing resume & completing job applications, in handling job interview & how to seek employment); provides vocational & labor market information.

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Develops & maintains contacts with business, industry & community agencies to inform them of department's goals & purposes in area of job development; prepares & delivers speeches; works with other job placement specialists to share job leads information & coordinate job development efforts.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nature & implications of physical & mental disability; departmental policies & procedures related to job placement program*; evaluation & appraisal techniques; available community, private & governmental resources; occupational & labor market information; labor & worker compensation laws & regulations; eligibility criteria; human services area (i.e., rehabilitation counseling, psychology, sociology, special education, social work, nursing, occupational or physical therapy, pre-medicine, speech & hearing, guidance & counseling); personnel & labor relations*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; interview clients & determine suitability for job placement or training; gather, collate & classify data; handle sensitive face-to-face contacts with clients & community, governmental, business & industry officials; develop good rapport with client.

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MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Masters 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) foundation of rehabilitation counseling, (2) counseling services, (3) case management, (4) vocational & career development, (5) assessment & (6) job development & placement, plus for VRC's hired prior to May 31, 2000 the requirement of seven (7) years experience as a VRC 2 or above with RSC or five (5) years experience as a VRC 3 with RSC; plus for VRC's hired after May 31, 2000, will require eight (8) years of experience as a VRC 2 or above with RSC 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; & two courses in business or six months experience.

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.