

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**  
VRC (Rehabilitation Teacher)**SERIES NO.:**  
6975**MAJOR AGENCIES:**  
All Agencies**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the vocational rehabilitation counselor (rehabilitation teacher) occupation is to assess referred clients who are blind, visually impaired & have multiple handicaps, to determine eligibility for services, develop service plan & arrange for or provide training to client in craft &/or homemaking skills. At all levels, incumbents counsel clients to better understand their disabilities, attitudes & emotions, provide instruction in home management techniques or production of craft items & prepare & maintain case records.

**CLASS TITLE:**

Vocational Rehab Couns 2 (Reh Tchr)

**CLASS NUMBER:**

69752

**EFFECTIVE DATE:**

06/01/2000

**CLASS CONCEPT:**

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or other human services area & teaching theories & techniques for handicapped in order to assess disabled clients' disability, limitations, background, interests & need for adaptive equipment, develop service plan to allow individual to become independent & provide counseling & instruction in home management &/or crafts.

**CLASS TITLE:**

Vocational Rehab Couns 3 (Reh Tchr)

**CLASS NUMBER:**

69753

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or other human services area & teaching theories & techniques for handicapped in order to assess disabled clients' disability, limitations, background, interests & need for adaptive equipment, develop service plan to allow individual to become independent & provide counseling & instruction in home management &/or crafts.

**CLASS TITLE:**

Vocational Rehab Couns 4 (Reh Tchr)

**CLASS NUMBER:**

69754

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or other human services area & teaching theories & techniques for handicapped in order to assess disabled clients' disability, limitations, background, interests & need for adaptive equipment, develop service plan to allow individual to become independent & provide counseling & instruction in home management &/or crafts.

<b>CLASS TITLE:</b> Vocational Rehab Couns 2 (Reh Tchr)	<b>CLASS NUMBER:</b> 69752	<b>BARGAINING UNIT:</b> 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 Commission only, investigates referrals of clients who are blind, visually impaired & multi-handicapped to determine their eligibility for services & to assess needs & develops appropriate service plan (i.e., evaluates client's personality, aptitude & social, economic & educational background; conducts psychological inventories; evaluates individual's craft &/or homemaking skills & interests, types & effects of disabilities & environmental factors; assesses client's need in area of physical restoration & need of adaptive devices; arranges for client's instruction in methods to allow individual to become independent).

Counsels clients to determine if each understands their disabilities, attitudes & emotions to ensure client's response to program will be effective; provides support, assistance, motivation & advice in social, personal & vocational areas; obtains client's agreement to participate in appropriate individualized rehabilitation program.

Provides clients with instruction in home management techniques, communication (e.g., braille instruction, typing, using various home utensils, tools & devices & crafts); instructs, evaluates & consults with clients in production of craft items for sale through state operated or local retail outlets.

Prepares & maintains case records & related reports (e.g., case histories, progress notes & justification of services; related fiscal records concerning authorized goods & services); reviews individual cases & caseload to determine suitability to client's needs & movement of caseload.

Coordinates or develops services with rehabilitation facilities, home industry services for handicapped & social services agencies; acts as resource person to other counselors concerning techniques for handling cases of clients who are severely disabled &/or multiple-handicapped.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of departmental policy & procedures related to vocational programs; eligibility criteria; braille\*; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, rehabilitation teaching, home economics, physical or occupational therapy, nursing, pre-medicine, special education, speech & hearing, guidance & counseling); nature & implications of physical & mental disability; marketing & retailing\*. Skill in use of adaptive devices for blind &/or multiple-handicapped (e.g., braille writer, abacus, talking calculator)\*; typing; crafts; operating household appliances & homemaking techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; develop service plan suitable to client's need; gather, collate & classify data; handle sensitive face-to-face contacts & develop good rapport with clients.

(\*)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); & 3 courses in interviewing (or 3 mos. exp.); 3 courses in evaluation & appraisal techniques (or 3 mos. exp); 1 course in teaching theories & techniques for visual &/or physically handicapped (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 300 hours training in nature & implications of physical & mental disability (or 3 mos. exp.); 300 hours training in homemaker skills (or 3 mos. exp.). Require 100 hours training in typing (or 1 mo. exp.); 100 hours of training in crafts (or 1 mo. exp); 100 hours training in operating household appliances (or 1 mo. exp.) if position involves training of clients in these areas.

-Or current certification as a certified rehabilitation counselor (CRC); & 3 courses in interviewing & 3 courses in interviewing (or 3 mos. exp.); 3 courses in evaluation & appraisal techniques (or 3 mos. exp); 1 course in teaching theories & techniques for visual &/or physically handicapped (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 300 hours training in nature & implications of physical & mental disability (or 3 mos. exp.); 300 hours training in homemaker skills (or 3 mos. exp.). Require 100 hours training in typing (or 1 mo. exp.); 100 hours of training in crafts (or 1 mo. exp); 100 hours training in operating household appliances (or 1 mo. exp.) if position involves training of clients in these areas.

**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.

<b>CLASS TITLE:</b> Vocational Rehab Couns 3 (Reh Tchr)	<b>CLASS NUMBER:</b> 69753	<b>BARGAINING UNIT:</b> 012
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01/05/1997

**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 Commission only, investigates referrals of clients who are blind, visually impaired & multi-handicapped to determine their eligibility for services & to assess needs & develops appropriate service plan (i.e., evaluates client's personality, aptitude & social, economic & educational background; conducts psychological inventories; evaluates individual's craft &/or homemaking skills & interests, types & effects of disabilities & environmental factors; assesses client's need in area of physical restoration & need of adaptive devices; arranges for client's instruction in methods to allow individual to become independent).

Counsels clients to determine if each understands their disabilities, attitudes & emotions to ensure client's response to program will be effective; provides support, assistance, motivation & advice in social, personal & vocational areas; obtains client's agreement to participate in appropriate individualized rehabilitation program.

Provides clients with instruction in home management techniques, communication (e.g., braille instruction, typing, using various home utensils, tools & devices & crafts); instructs, evaluates & consults with clients in production of craft items for sale through state operated or local retail outlets.

Prepares & maintains case records & related reports (e.g., case histories, progress notes & justification of services; related fiscal records concerning authorized goods & services); reviews individual cases & caseload to determine suitability to client's needs & movement of caseload.

Coordinates or develops services with rehabilitation facilities, home industry services for handicapped & social services agencies; acts as resource person to other counselors concerning techniques for handling cases of clients who are severely disabled &/or multiple-handicapped.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of departmental policy & procedures related to vocational programs; eligibility criteria; braille\*; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, rehabilitation teaching, home economics, physical or occupational therapy, nursing, pre-medicine, special education, speech & hearing, guidance & counseling); nature & implications of physical & mental disability; marketing & retailing\*. Skill in use of adaptive devices for blind &/or multiple-handicapped (e.g., braille writer, abacus, talking calculator)\*; typing; crafts; operating household appliances & homemaking techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; develop service plan suitable to client's need; gather, collate & classify data; handle sensitive face-to-face contacts & develop good rapport with clients.

(\*)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 (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, 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; & 3 courses in interviewing or (3 mos. exp.); 3 courses in evaluation & appraisal techniques (or 3 mos. exp.); 1 course in teaching theories & techniques for visual &/or physically handicapped (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 300 hours training in nature & implications of physical & mental disability (or 3 mos. exp.).

Note: Positions involving responsibility to train clients in typing, crafts &/or operation of household appliances may require 100 hours training in typing (or 1 mo. exp.); 100 hours training in crafts (or 1 mo. exp.); or 100 hours training in operating household appliances (or 1 mo. exp.).

**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.

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Provides clients with instruction in home management techniques, communication (e.g., braille instruction, typing, using various home utensils, tools & devices & crafts); instructs, evaluates & consults with clients in production of craft items for sale through state operated or local retail outlets.

Prepares & maintains case records & related reports (e.g., case histories, progress notes & justification of services; related fiscal records concerning authorized goods & services); reviews individual cases & caseload to determine suitability to client's needs & movement of caseload.

Coordinates or develops services with rehabilitation facilities, home industry services for handicapped & social services agencies; acts as resource person to other counselors concerning techniques for handling cases of clients who are severely disabled &/or multiple-handicapped.

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(\*)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 (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; & 3 courses in interviewing (or 3 mos. exp.); 3 courses in evaluation & appraisal techniques (or 3 mos. exp.); 1 course in teaching theories & techniques for visual &/or physically handicapped (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 300 hours training in nature & implications of physical & mental disability (or 3 months exp.).

Note: Positions involving responsibility to train clients in typing, crafts &/ or operation of household appliances may require

100 hours training in typing (or 1 month experience); 100 hours training in crafts (or 1 month experience); or 100 hours training in operating household appliances (or 1 month 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.