



## Functional Job Description

### Identification

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Position Number: 22098064

Revision Date: 1-28-22

Internal Title: Rehabilitation Assistant

OPM Title: Administrative Specialist II

Division: Division of Services for the Blind

Grade: GS03

Senior/Hiring Manager: Megan Lamb

Class Code: C073C

Funding Source: (90%) Federal (10%) State

Cost Center: B520419470

### Position Summary

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The Administrative Specialist II will function as The Rehabilitation Assistant and will provide caseload support for the Counselors, by relieving them of para-professional, non-counseling duties to improve long term employment outcomes for consumers. The Rehabilitation Assistant will be responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency policy.

### Education and Professional Work Experience

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#### *Minimum Qualifications*

The formal education equivalent of a high school diploma; plus, three years of experience in specialized or related area applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

#### *Knowledge, Skills, and Abilities*

Knowledge of record keeping procedures.

Knowledge of the principles and practices of mathematics and statistics.

Knowledge of work-related subject area.

Knowledge of computers and software applications.

Ability to conduct research and compile data into report form.

Ability to establish and maintain filing systems.

Ability to operate standard office equipment.

Ability to analyze documents to determine compliance with rules, regulations, and procedures.

Ability to communicate both orally and in writing.



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### **Job Responsibilities and Expected Results**

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#### ***Key Business Processes/Duties***

1. Prepare authorizations for payment within the same day of receiving written notification from the counselor to authorize services in AWARE.
2. Review authorizations for accuracy, including ensuring the correct Current Procedural Terminology (CPT) billing code is on them.
3. Check accuracy of figures, calculations and posting pertaining to financial transactions.
4. Operate AWARE database to input financial authorizations, adjust financial authorizations by debiting, crediting and totaling accounts using AWARE software.
5. Review budgets to ensure adequate availability of funding.
6. Print financial reports weekly and provide to the Vocational Rehabilitation Counselor and Area Manager.
7. Contact vendors to obtain signed authorizations, proper medical documentation, and invoices to meet DSB billing requirements.
8. Communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions.
9. Enter application information and case narratives as dictated by counselor.
10. Prepare forms, correspondence, reports, and other documents utilizing appropriate software.
11. Run Activity Due Report for all caseloads on Monday of each week.
12. Review all open authorizations and follow up with vendors as needed for payment weekly.
13. On the first day of every month, print timeline reports including Application Status 60-day Eligibility expiration report.



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14. Eligible Status cases approaching 90-day time limit to complete the initial Individualized Plans for Employment (IPE).
15. Provide Employed Status cases including the date entered the status.
16. Provide 90-day narrative report.
17. Complete annual reviews.
18. Maintain manual and computerized files in accordance with strict adherence to the Case Service Record Filing Procedures.
19. File client date material in case record on a weekly basis.
20. Perform timely destruction of confidential material and other records in compliance with departmental policy.
21. Keep a current listing of transition contacts and with the Transition Counselor's direction.
22. Send out transition related materials in least September and February or as assigned.
23. Create contact letters to consumers to update case file management including job contact letters, job fair information, consumer contacts who have not participated in 90 days, student contact letters to update grades, class schedules, and PELL grant information, etc.
24. Send letters to consumers regarding ACB and NFB.
25. File information in the case file indicating the clients were advised of NFB Newslines, AIRS, and the Library for the Blind.
26. Substitute for Little Rock Receptionist for DSB local office including obtaining information and directing calls to appropriate party, greet visitors, copy and collate materials for distribution, assist with meeting arrangements upon request, and serve as mentor to new Rehabilitation Technicians upon Supervisor's request.



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27. In the absence of the Vocational Rehabilitation Counselor, will assist consumer with completing applications and/or other paperwork as needed.
28. Upon request, make appointments, and travel arrangements with coordination and maintenance of State vehicles.
29. Input State vehicle reservations as requested and maintain State Vehicle travel log by entering the employee's name, date reserved, and destination while in Little Rock.
30. Provide the Director's Assistant with gas receipts immediately after the last day of the month.
31. Transport visually impaired employees and consumers as required.
32. Record and maintain office minutes upon request.
33. Participate in caseload staffing.
34. Provide direct caseload management with the direction of the Vocational Rehabilitation Counselor (VRC) or in the absence of the assigned VRC with the direction of the supervisor.
35. Monitor incoming invoices and authorizations.
36. Contacts vendors to ensure information is received and correct for payment.
37. Submit authorized invoices to supervisor for final payment approval in the absence of the VRC).
38. Alert VRC or supervisor in the absence of the VRC to clients approaching the 60-day Eligibility expiration; clients requiring amended IPEs; and Status 22 reports.
39. Responsible for inputting authorizations, authorization narratives, other contact narratives into AWARE at the VRC of Supervisor's direction.
40. Complies with all applicable federal, state, and agency policies, procedures, and time frames.



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41. Employee will perform other duties as assigned.