



Functional Job Description

Job Responsibilities and Expected Results

Key Business Processes/Duties

1. Works with the consumer to monitor progress toward job placement and job retention, contacting the consumer a minimum of every 90 days to ensure case progress.
2. Completes 20 new intake/applications each year and explains services, rights, and responsibilities, conducts assessments and coordinates services with other agencies/partners as appropriate. All referrals are moved to application status within 10 business days.
3. Determines eligibility for VR services in accordance with policy. All applications are determined eligible/ineligible within 60 days (minus eligibility extensions)
4. Provides counseling and guidance.
5. Documents case management activities by entering case narratives, medical and progress reports into the case management system accurately throughout the case.
6. Maintains confidentiality of records in accordance with agency policy and in compliance with the CRCC code of ethical standards.
7. Assists consumers to develop Individualized Plans for Employment (IPE) within 90 days from eligibility.
8. Always maintains an average caseload of 40 active cases with a minimum of 20 or 50% of active cases are successful rehabilitation closures during the evaluation period.
9. Develops 15 first IPEs for consumers entering Service Status
10. Plans and manages case service funds, prepares and submits proper documentation per status, authorizes services. Enters case notes into case management system within 3 days of the event and has no more than 10 authorizations outstanding over 90 days annually.
11. Completes agency reports, compiles with all applicable federal, state and agency policies and procedures, develops and maintains referral sources.
12. Maintains contact with the consumer at least once every 90 days and documents the case management system. Enters all required supporting documentation into case management system.
13. Demonstrates collaborative activities including but not limited to Workforce and Centers for Independent Living, and other community resources in order to maximize utilization of comparable benefits for VR consumers. Employee will perform other duties as assigned.
14. Conducts an annual plan review on all IPEs each year and documents in the case management system and conducts an annual review on all cases closed ineligible as required.
15. Documents measurable skill gains/credential attainment in cases receiving training services, where at least 75% of these cases achieve measurable skill gains/credential attainment



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16. Documents income gains from application to closure, where at least 5 or 40% of successful closures achieve an income gain
17. Completes applicable vocational and functional skills assessments; provides rehabilitation teaching to enhance the employment outcome; provides rehabilitation teaching instruction in activities of daily independent living, use of adaptive equipment and assistive technology, software and devices, arranges for purchase and delivery of instructional and/or adaptive aids and appliances; arranges for Low Vision assessments and trainings; provides basic instruction in Sighted Guide and Orientation to surroundings as needed.
18. Provides assistance in obtaining employment by providing counseling and guidance, evaluation of job sites and obtains and utilizes current labor market information.
19. Establishes and maintains rapport with the business community to facilitate job placement by conducting outreach to 2 employers per month and documents contacts also conducts 1 training to employers per quarter.
20. Participates in or conducts in-service trainings, represents agency on task forces, committees, and on local Workforce Boards as assigned; attends training sessions, including those designed to maintain certification; engages in public speaking activities;
21. Attends a minimum of 3 continuing education trainings per year
22. Nominates one consumer each year for the DSB Consumer of the Year, and both facilitates and participates in the award and recognition process according to established schedule.