

Functional Job Description

Identification

Position Number: 22104193Revision Date: 10-24-22Internal Title: Certified Vocational Rehabilitation CounselorOPM Title: Certified Vocational Rehabilitation CounselorDivision: Division of Services for the BlindGrade: GS08Senior/Hiring Manager: Amber NealClass: L098CFunding Source:(90%) Federal (10%) StateCost Center: B520419430

Position Summary

The Certified Vocational Rehabilitation Counselor (CVRC)will work under general supervision and is responsible for developing and administering Individualized Plans for Employment (IPEs) and providing counseling, training and/or placement services, and referral services for eligible individuals within state and federal law, departmental and divisional policies and procedures and administrative direction. The CVRC will also serve as a mentor to non-certified staff upon supervisory request. This position is governed by state and federal laws and agency policy.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of a master's degree in education, counseling, rehabilitation counseling, or counselor education; plus two years of experience in counseling or a related field. Must be licensed as a Professional Counselor by the Board of Examiners in Counseling in accordance with ACA 17-27-301 or certified as a Certified Vocational Rehabilitation Counselor in accordance with the Commission on Rehabilitation Counselor Certification.

Knowledge, Skills, and Abilities

- Knowledge of vocational education, vocational rehabilitation, job placement, career opportunities, and evaluation.
- Knowledge of the principles and practices of counseling and testing assessment.
- Ability to plan, organize, and direct the work of others.
- Ability to prepare, present, and review oral and written information.
- Ability to develop, monitor, and evaluate vocational programs for individual student needs and for the vocational unit.
- Ability to obtain and provide information, guidance, and counseling to students.



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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 develops 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.