

VR Senior Rehabilitation Specialist

Purpose of Class: Facilitates and supports clients in overcoming barriers to employment; interacts with clients with disabilities and responds to their individual needs, which may include approving employment outcomes; finalizing and approving Individualized Plans for Employment (IPEs) and amendments to IPEs; approving IPE annual reviews; determining eligibility, priority group, and recording basis for eligibility, priority group, IPE, and employment outcome determinations and approvals.

Distinguishing Characteristics

Level: Second in a series of two

Work Direction Received: Works under limited supervision

Direction of Others: Guides/Oversees; may lead in providing work direction

Scope/Nature of Discretion: General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

Examples of Duties

Determines client eligibility through analysis of medical and psychological reports; analyzes social, education, and vocational history/interests to determine a reasonable job goal and plan for employment.

Advocates for and coordinates services from Vocational Rehabilitation team and community resources; advises and instructs adult and transition clients in informed decision making and interpersonal, educational, and vocational skills.

Approves employment outcomes; finalizes and approves Individualized Plans for Employment (IPEs) and amendments to IPEs; approves IPE annual reviews; determines eligibility, priority group, and records basis for eligibility, priority group, IPE, and employment outcome determinations and approvals.

Analyzes and synthesizes client medical, demographic, and employment information; analyzes client strengths and barriers; assesses independent living skills; conducts job site analysis; and makes appropriate referrals to community resources.

Provides benefit analysis and Employment Success Skills (ESS) training; and provides independent living skills training and individualized planning and IPE development.

Provides information about jobs and their requirements and job development activities to identify employment opportunities; and provides job placement and retention assistance and Job Seeking Skills (JSS) training.

Examples of Duties (continued)

Participates in client staffings; provides continuous counseling with clients relative to postsecondary planning and monitoring, job search, Employment Warranty (EW) monitoring, and employment follow-up; conducts initial interviews with clients; provides career, disability, and personal adjustment counseling.

Participates in VR and Agency committees, work groups, and task forces.

Provides rehabilitation engineering services and technology use training; provides tax credit information and technical assistance to employers; and records outcomes of completed direct team activities.

Develops, coordinates and collaborates with employers, referral sources, and schools; develops employer work sites and presents information about VR to community groups; and provides disability training to community partners.

May function as an acting office director, as assigned. May also provide routine or specialized training to staff.

Provides transition services to students with disabilities.

Minimum Qualifications

Successfully meeting all of the qualifications for VR Rehabilitation Specialist, with a minimum of two years of experience as a VR Rehabilitation Specialist at NDE.

Knowledge and Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software necessary to carry out job responsibilities
- Office management principles, methods, and procedures
- Technical program knowledge and standard practices and procedures
- Federal and state laws and regulations impacting job responsibilities
- Human behavior, disabilities, and the world of work
- Established policies, procedures, practices of VR Division and NDE
- Organization structure, functions, goals, policies, and procedures
- Management principles, techniques, and methodologies related to program responsibilities
- Counseling techniques

Abilities

- Interact with persons having significant disabilities
- Communicate orally and in writing with agency staff and the public
- Establish and maintain effective working relationships
- Understand, interpret, and apply rules, administrative policies, and program guidelines
- Locate and summarize information from files and documents

Abilities (continued)

- Maintain the confidential nature of information
- Prepare a variety of internal reports and documents
- Convey technical information to individuals with varying levels of knowledge
- Collect and analyze facts and draw proper conclusions to recommend solutions
- Identify and interpret program requirements, policies, and regulations to provide guidance and advice
- Perform program work with minimal supervision
- Make decisions and solve problems
- Supervise and project lead professional/technical employees
- Counsel clients regarding job goals and plans for employment