

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

REHABILITATION COUNSELOR AIDE I

POSITION CODE: 38155

Effective: 10-16-96

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs routine subprofessional assistance and supporting services relevant to community program efforts for the prevention and control of juvenile delinquency or for the motivation and encouragement of disabled, socially or economically disadvantaged persons; assists community groups in developing and implementing remedial services for such persons; reports feelings, attitudes and activities in local areas, follows specific verbal or written instructions and carries out clearly defined assignments from supervisor.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under direction of the counselor contacts professional people in the community to develop referrals.
2. Establishes and maintains contacts at the community center, public housing authority, school counselors and other resources for possible referrals.
3. Secures case data for counselor such as transcripts, testing, work history, demographic data, and other background materials.
4. Schedules clients for the intake process.
5. Provides general orientation services for the client, such as an explanation of services, goals, procedures and other information about the agency.
6. Keeps applicants and clients informed of their status with the agency.
7. Meets with and speaks to community groups regarding services of the agency.
8. Develops interest in employers in hiring the "disabled" and disadvantaged, and obtains necessary information concerning the jobs.
9. Works with community action programs and other client oriented organizations.

## REHABILITATION COUNSELOR AIDE I (Continued)

10. Maintains close contact with the clients for follow-up on medicals or other services which were indicated by the counselor.
11. Schedules and arranges appointments for clients for a variety of diagnostic and service programs.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to four years of high school and one year of experience in community organization work, group leader work, social-action work, or in a related capacity which has provided an understanding and acceptance of the problems of the disabled or disadvantaged people.

- OR -

Requires knowledge, skill and mental development equivalent to one year of college.

#### Knowledges, Skills and Abilities

Requires possession of an appropriate valid driver's license and have an automobile accessible.

Requires ability to meet and deal effectively with disabled and disadvantaged persons in their own environment.

Requires ability to understand and interact effectively with persons who live in impoverished and socio-culturally deprived communities.

Requires ability to earn the respect and confidence of the community.

Requires ability to develop awareness and sensitivity to feelings, attitudes and trends among the residents of the community.

Requires ability to interpret and apply rules and regulations.

Requires ability to follow instructions correctly.

Requires ability to read and write effectively.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.