

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

REHABILITATION COUNSELOR AIDE II

POSITION CODE: 38156  
Effective: 10-16-96

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs paraprofessional rehabilitation functions directed to the development and implementation of remedial services relevant to the organization and promotion of programs in the various communities for the motivation and encouragement of the socially, educationally, or physically disadvantaged; assists and provides leadership to lower level support personnel in all phases of the program; confers with community members, agencies and organizations in the development and implementation of programs designed to improve social, educational, vocational and employment opportunities of the disadvantaged; participates as a member of the support team engaged in work activities which directly or indirectly provide rehabilitation services to disabled or disadvantaged persons; provides liaison between professional staff and disadvantaged individuals and groups in the community.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as a liaison between the client and their environment; maintains liaison with resources to monitor progress and keep counselor informed of progress.
2. Stimulates interest of community members in developing and implementing educational, recreational and vocational programs which are designed to eliminate or reduce problems of delinquency and to improve social, educational, vocational and employment opportunities.
3. Gather detailed information from community resources such as hospitals, employers, schools, social-psychological settings concerning the client's background and present status.
4. Provides selected rehabilitation services such as job interviewing techniques, grooming, job-finding methods, rules of work, etc., to the client; also information about such things as housing, transportation, budgeting, recreational programs, as well as factual information concerning schools, workshops, facilities, and other community resources.
5. Provides information to employers concerning the client's ability to perform in a given position.
6. Participates in planning decision-making client conferences with the counselor and other agency staff.

REHABILITATION COUNSELOR AIDE II (Continued)

7. Collects and tabulates statistical information concerning client status and progress which is of special interest to the counselor and the agency.
8. May accompany client to assist in job application.
9. May pursue follow-up responsibilities to hospitals, sheltered workshops, schools, and other agencies.
10. 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 two years 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 two years of college with courses in social science, psychology, sociology or related courses.

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.