

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION SERIES

REHABILITATION COUNSELOR SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
REHABILITATION COUNSELOR TRAINEE	38159
REHABILITATION COUNSELOR	38145
REHABILITATION COUNSELOR SENIOR	38158

Effective: 6-1-14

INTRODUCTION:

Positions classified to the Rehabilitation Counselor series perform direct counseling services and referrals, case management and coordination of services to customers with disabilities. The disabilities can be divided into three major groups:

- (1) physical disabilities
- (2) emotional or mental disabilities
- (3) developmental disabilities

The Rehabilitation Counselor Series includes three options: Vocational Rehabilitation (Option V), Home Services Program (Option H), and Facility-Based (Option F).

The counselors in the Vocational Rehabilitation program work with customers in gaining or maintaining competitive employment. Typical duties include: assists customers with job seeking, including counseling and coaching in areas of personal grooming and interview preparation, job search skills and techniques, and transitioning from school to work; contacts prospective employers by various means for direct placement; initiates and cultivates community employer and resource relationships.

The counselors in the Home Services program determine necessary services for customers to remain independent in their home and community. Typical functions include: Conducts customer interviews as a component of determining program eligibility; assesses need for services and develops service plans; coordinates and ensures provision of essential services; refers customers to physicians, therapists, psychologists and others for evaluative, restorative and/or habilitative services.

A counselor in a facility-based position provides vocational rehabilitation guidance and counseling services in a residential treatment facility developing rehabilitation and treatment plans, facilitating individual and group counseling sessions, and participating in the development and implementation of programs designed to promote healing, stability, and improvement in life skills to assist with readjustment to the community.

In addition, the three options share some functions, such as:

- Assesses the customer's rehabilitation or habilitation potential, and prepares, modifies and maintains a case plan, records of services provided, and customer progress.
- Counsels and guides customers; assists customer to participate actively in his/her rehabilitation or habilitation program; facilitates customer's adjustment with personal/interpersonal issues.
- Maintains ongoing case management and provides quality service delivery.

REHABILITATION COUNSELOR TRAINEE

POSITION CODE: 38159

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of a qualified rehabilitation professional, participates in an agency-sponsored developmental training program of six to twelve months duration for one of three options: Vocational Rehabilitation (V), Home Services (H), Facility-Based (F); completes work assignments designed to develop knowledge, understanding and practical skills consonant with rehabilitation or habilitation of individuals with disabilities; completes controlled assignments in the provision of services.

In the Vocational Rehabilitation program, receives training in order to develop a comprehensive knowledge of vocational rehabilitation of individuals with disabilities. Assists in assessing customer rehabilitation potential; counsels and guides customer through the rehabilitation process; assists customer with job seeking and acquires experience in serving as resource to businesses, employers, and private agencies; maintains ongoing contact with customer throughout the rehabilitation process; receives direction in entering documentation of case activity and providing referrals to community resources to assist customer in accomplishing vocational needs.

In the Home Services program, receives training in order to develop a comprehensive knowledge of medical aspects of disabilities and the functional limitations which impact a customer's ability to live independently in the community; accompanies more experienced counselor in meeting with customer in his/her home environment to assess eligibility and develop service plan; receives direction in entering documentation of case activity; coordinating service delivery through other state, federal, and private agencies; receives direction in referring customers to community resources to meet needs beyond the scope of the program, and responding to the immediate needs of the customer for the duration of the case.

In a residential treatment facility, receives on-the-job training to become a member of the interdisciplinary or case management team by learning to apply principles and techniques of professional vocational rehabilitation and therapeutic counseling and approved methods to interview patients to assess vocational needs and potential; assists in developing rehabilitation and treatment plans; learns to utilize internal and external resources and programs to prepare residents to seek and obtain employment, and receive after-care to ease readjustment to the community.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates actively in an orientation, in-service and on-the-job training program designed to provide a cross section familiarity and intimate knowledge of agency programs, policies, procedures and practices.
2. In the Vocational Rehabilitation program, learns to apply methods and procedures of initiating and developing employment opportunities with community employers for direct placement of customers and suitable supported employment for individuals with the most significant disabilities; monitors customers' employment progress and status; receives guidance in methods to effectively establish and cultivate working relationships with community agencies and organizations to improve vocational services and opportunities for customers.

REHABILITATION COUNSELOR TRAINEE (continued)

3. In the Home Services program, participates in home visits for the purpose of interviewing customers to determine program eligibility; with guidance, assesses customer needs by practical application of accepted techniques and methods used to evaluate the home environment, family dynamics, and support systems as the basis for service plan development.
4. Receives in-service and on-the-job training to develop and direct residential vocational rehabilitation programs; with guidance, acquires ability to function as a member of a program's case management team, learns to provide appropriate guidance and advice relevant to residents' rehabilitation needs; learns to conduct individual and group living skills training and counseling programs to effect a positive transition and readjustment to the community.
5. Receives instruction in providing case management functions to a caseload of customers with disabilities and referring customers for tests, assessments, scheduling, or evaluation; assists customers with goals; submits a draft treatment plan to a higher level counselor or supervisor for evaluation and adjustment.
6. Completes assignments of increasing difficulty designed to gain experience and develop working skills; assists in a program of case finding; participates in conducting initial interviews and arranging/administering aptitude and interest examinations; assists in arranging for rehabilitation or habilitation services; consults with supervisory personnel on problems and makes recommendations for needed improvements.
7. Attends and participates in staff meetings, formal training and other activities in the field of rehabilitation counseling.
8. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field.

For Option H only, the following Master's Degrees are also acceptable: social work, sociology, gerontology and nursing.

This class is included as an Upward Mobility Program credential title.

REHABILITATION COUNSELOR TRAINEE (continued)

Knowledges, Skills and Abilities

Requires elementary knowledge of interviewing skills and the ability to synthesize information.

Requires elementary knowledge of the practical application of medical and psychosocial aspects of disabilities.

Requires elementary knowledge in the use of personal computers and applications.

Requires ability to apply basic principles of vocational guidance, occupational placement, or home services through the analysis of case histories.

Requires ability to be trained to collect, analyze and interpret customer's case-relevant personal information to determine achievable goals.

Requires ability to understand the emotional, environmental, psychological and social problems confronting individuals with disabilities.

Requires skill in establishing trusting relationships with customers.

Requires ability to educate the public, dispelling misconceptions concerning disabilities.

Requires the ability to understand the effects of cultural diversity as it applies to the provision of linguistically and culturally appropriate services.

Requires ability to establish and maintain good working relationships with co-workers and employees of other public and private agencies.

Requires the ability to analyze situations/problems and develop solutions.

Requires ability to prepare written or oral reports and case note documentation.

Requires ability to understand and follow instructions.

Requires ability in the home services program to physically enter all living space accessible to the customer and to learn to visually assess the total condition of the home environment for suitability and planning of services.

Requires ability to travel to meet with customers or potential employers at pre-determined out-of-office locations.

Candidates may be required to be proficient in sign language, or to speak or write a foreign language carrying out position duties in conjunction with non-English speaking individuals.

REHABILITATION COUNSELOR

POSITION CODE: 38145

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs journey level professional rehabilitation counseling and guidance work for individuals with disabilities; independently interviews customers, collects and assesses information to determine program eligibility, suitability and need for services; develops service plans as a part of the total rehabilitation process for an assigned caseload; tests and interviews customers to establish achievable employment objectives based upon customer's abilities, personal traits, circumstances, and area employment conditions; enters case activity documentation; may assume a general diverse caseload or a specialized caseload of individuals with similar disabilities.

In the Vocational Rehabilitation program, interviews customers and analyzes case documentation to determine his/her functional limitations; develops employment opportunities with employers; serves as resource to businesses, employers, and private agencies; maintains ongoing contact with customer throughout the rehabilitation process; refers customers to community resources for assistance in meeting vocational needs; enters documentation of case activity; complies with state and federal vocational rehabilitation rules.

In the Home Services program, interviews customers in his/her home environment to assess specific needs and suitability for home services; maintains a caseload of individuals at risk of nursing home placement; reassesses needs as required or necessary; coordinates service delivery through other agencies; refers customers to community resources for unmet needs beyond the scope of the Home Services program.

In a facility, interviews patients to assess vocational needs and potential; functions as a member or coordinator of a treatment team; develops rehabilitation plans and treatment plans; applies principles, methods and techniques of rehabilitation and therapeutic counseling; uses available resources and programs to prepare residents to seek and secure employment and ensure linkage after discharge to facilitate ease of readjustment to the community.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides journey level rehabilitation counseling and service coordination to a caseload of customers; ensures coordination with the overall service objectives; arranges for medical exams for determination of extent of disability and rehabilitation possibilities and potential; provides for the administration and interpretation of psychological tests; consults with physicians and psychiatrists regarding the exam findings.
2. Assumes responsibility for caseload of customers with developmental disabilities; interviews customers; administers intelligence, aptitude and interest tests and makes recommendations concerning specific habilitation plans to medical, psychology, social service and other staff; conducts individual and group counseling and orientation sessions to build customer skills in personal grooming and job search, application and follow-up/retention in preparation for transitioning to work; formulates, evaluates, and adjusts vocational or prevocational habilitation plans.

REHABILITATION COUNSELOR (continued)

3. Determines Vocational Rehabilitation program eligibility based upon medical findings, results of testing, and state and federal rules and regulations; develops Individualized Plan for Employment (IPE); maintains documentation of counseling sessions; interprets vocational aptitude and interest test results; secures and evaluates case-relevant personal customer information; issues authorizations for customer services.
4. A counselor in the Home Services Program conducts customer home visit interviews in the process of determining program eligibility and evaluates home environment, family dynamics, and support systems; assesses need for services and implements a service plan to allow customer with severe disabilities to remain in his/her home; cultivates relationships with community resources and organizations to provide home care services, supplies, and equipment; assists in developing resources and training for personal assistants.
5. As a member of a facility interdisciplinary treatment or case management team with a caseload, interviews and assesses patients to determine rehabilitation and treatment needs, and recommends appropriate and suitable program placement; develops rehabilitation and treatment plans; provides professional level individual and group rehabilitation and therapeutic counseling methods or techniques including milieu therapy, behavior modifications, and crisis intervention; physically restrains patients when medically necessary to prevent injury; participates in discharge planning, including aftercare.
6. Refers customers to appropriate basic educational programs and vocational training to acquire job related skills in preparation of seeking and obtaining employment; provides career counseling to help customers understand the relationship between their unique set of values and interests and that expected by employers.
7. Conducts individual counseling sessions for participants in rehabilitation programs to discuss employment goals, work performance attitudes and realistic approaches to acquiring employment.
8. Develops and cultivates employment opportunities and working relationships with community employers, and organizations for direct placement of customers and to improve vocational services and opportunities for customers; follows up on currency of employment; arranges suitable employment options, including supported employment for individuals with the most significant disabilities.
9. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

REHABILITATION COUNSELOR (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field.

In addition, for Option H only, the following Master's Degrees are also acceptable: social work, sociology, gerontology and nursing.

All options require one year of professional experience in rehabilitation counseling or a closely related field; or completion of an agency-sponsored training program.

Knowledges, Skills and Abilities

Requires working knowledge of interviewing skills and the ability to synthesize information.

Requires working knowledge and use of personal computers and related software applications.

Requires ability to establish trusting relationships with customers.

Requires working knowledge of the effects of disabilities on personality in relation to emotional, social, physical and vocational adjustment.

Requires working knowledge of the administration and evaluation of intelligence, vocational aptitude and interest tests.

Requires ability to understand the emotional, environmental, psychological and social problems confronting individuals with disabilities.

Requires ability to analyze and interpret customer's case information and personal traits to assist in setting workable goals.

Requires working knowledge of all federal, state and local laws and regulations governing the vocational rehabilitation program and the home services program.

Requires ability to assess rehabilitation/habilitation needs and develop service plans.

Requires ability to establish and maintain a counseling relationship with individuals from diverse socio-economic and cultural groups.

Requires ability to understand the effects of cultural diversity as it applies to the provision of linguistically and culturally appropriate services.

Requires ability to analyze situations/problems and develop solutions.

Requires ability to evaluate medical reports and interpret data.

Requires ability to prepare written and/or oral reports and thorough case note documentation.

Requires ability to understand and follow instructions.

Requires ability, in the home services program, to visually assess the total condition of the home environment for suitability and planning of services, and to physically enter all living space accessible to the customer.

Requires ability to travel to meet with customers or potential employers at pre-determined out of office locations.

Candidates may be required to be proficient in sign language or to speak or write a foreign language, at a colloquial skill level in carrying out position duties with non-English speaking individuals.

REHABILITATION COUNSELOR SENIOR

POSITION CODE: 38158

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional rehabilitation counseling and guidance work at an advanced level to individuals with disabilities; interviews customers, collects and assesses information to determine program eligibility, suitability and need for services; develops vocational or comprehensive services plans as a part of the total rehabilitation process for a multi-disciplined caseload or a specialized caseload of individuals with similar disabilities-seeking services; counsels customers to establish feasible and obtainable employment objectives based upon their knowledge, skills, abilities, and personal traits. Serves as mentor to trainees as they progress through the training program and assists counselors on difficult, complex and sensitive cases. Researches, initiates, and develops special initiatives; prepares position papers for the supervisor; serves as supervisor in his/her absence, assuming responsibility for office management.

In the Vocational Rehabilitation program, interviews applicants and assesses customer's information to determine eligibility and level of severity of disability; develops vocational plans for a caseload of customers; administers tests and interviews customers to establish employment objectives based upon customer's employment capabilities and area conditions; develops employment opportunities with employers; serves as resource to businesses, employers, and private agencies; maintains ongoing contact with customer throughout the rehabilitation process; complies with state and federal rules; enters documentation of case activity; makes referrals to community resources for assistance in meeting vocational needs.

In the Home Services program, evaluates a customer's eligibility and suitability for services; interviews customers in their home environment to assess specific needs for home services; maintains a caseload comprised of individuals at risk of nursing home placement; develops plans for services; reassesses needs as required or necessary; enters documentation of case activity; coordinates service delivery through other state, federal, and private agencies; refers customers to community resources for unmet needs beyond the scope of the program.

Serves as facility habilitation and rehabilitation program coordinator; provides work guidance and direction, and serves as a role model to lower level counselors and other vocational staff; assumes responsibility for rehabilitation program accreditation standards; provides habilitation counseling, vocational and prevocational professional services to a caseload of recipients; Serves as a member of a facility interdisciplinary treatment or case management team; participates in patient discharge planning; refers patients to outside resources.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides service coordination to an assigned caseload; arranges for medical examinations to establish eligibility for vocational rehabilitation services; provides for the administration and interpretation of psychological tests and consults with physicians and psychiatrists regarding results; collects, reviews and interprets medical and psychological reports.

REHABILITATION COUNSELOR SENIOR (continued)

2. Determines customer's Vocational Rehabilitation program eligibility based upon medical findings, results of testing, and state and federal rules and regulations; develops Individualized Plans for Employment (IPE); maintains documentation of counseling sessions with customers; interprets vocational aptitude and interest test results; secures, analyzes and evaluates customer's case-related information; issues authorizations for equipment, adaptive aids, medical services, textbooks, and other services needed by the customer to achieve the goals outlined in the IPE.
3. In the Home Services program, conducts customer home visit interviews in the process of determining program eligibility and to evaluate home environment, family dynamics, and support systems; assesses need for services and implements a safe plan to allow persons with disabilities to remain in their home; cultivates relationships with community resources and organizations to provide home care services, supplies, and equipment; assists in developing resources and training for personal assistants.
4. In a residential treatment facility, serves as a member of the interdisciplinary treatment team, incorporating vocational/rehabilitative needs into patient's treatment plan; utilizes various therapeutic techniques including milieu therapy, behavior modification, situational counseling, and crisis intervention and follow-up; facilitates group therapy sessions; physically restrain patients as medically necessary to prevent injury; participate in discharge planning, aftercare, and makes referral to outside training rehabilitation programs and community assistance agencies.
5. Counsels customers on understanding his/her disability and its impact on securing productive employment; attempts to facilitate a positive vocational adjustment by reducing customer's anxiety and enhancing sense of control over one's own life, and encouraging positive motivation and focus on capabilities and talents.
6. Develops employment opportunities for individuals with disabilities: places customers in competitive employment, training programs, or supported employment; observes work abilities and habits; assesses work or placement potential; assists customers in maintaining a consistent work pattern; monitors employment status.
7. Develops and maintains effective community resource contacts; serves as agency information resource and advocate of individuals with disabilities to service providers, community groups, school districts, and public and private employers.
8. Serves as project officer on grants, contracts, and initiatives.
9. Screens students with disabilities for work placement; determines eligibility; arranges appropriate support services; evaluates work sites for appropriateness and quality of training; develops work plans in concert with school officials and discusses implementation with students and their families.
10. Conducts special research on behalf of the department and/or supervisor; conducts initial research on special projects and new initiatives for review by supervisor; reviews procedures and proffers recommendations for revision and/or establishment, when warranted.

REHABILITATION COUNSELOR SENIOR (continued)

11. Assists trainees as they progress through the training program; provides guidance and assistance to trainees as they develop caseload and external cooperative relationships; assists lower level counselors in difficult, complex or sensitive cases.
12. Discusses, authorizes and monitors cost-efficient case service expenses for comparable benefits; secures bids for modification/adaptation according to Central Management Services and program guidelines.
13. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field.

For Option H only, the following Master's Degrees are also acceptable: social work, sociology, gerontology, and nursing.

All options require three years of professional experience in rehabilitation counseling or a closely related field. One year of such experience must be gained as a Rehabilitation Counselor.

Knowledges, Skills and Abilities

Requires extensive knowledge and skill in the practical application of interviewing techniques and the ability to synthesize information.

Requires extensive knowledge and use of personal computers, and related software applications.

Requires extensive knowledge of human behavior as related to personal, social and vocational adjustment.

Requires extensive knowledge of the evaluation of intelligence, vocational aptitude and interest tests.

Requires extensive knowledge of physical and mental illnesses and disabilities and their social implications.

Requires extensive knowledge of physical, psychological and emotional issues of persons with disabilities, and limitations imposed by specific disabilities.

Requires extensive knowledge of federal, state and local laws and regulations governing the vocational rehabilitation program, the home services program, or regulations governing facility-based care, and/or veterans' care.

Requires extensive knowledge of the principles and practices of vocational counseling.

Requires extensive knowledge of the resources in the community, and public and private agencies.

Requires extensive knowledge of facility accreditation standards as applied to habilitation and rehabilitation programs.

REHABILITATION COUNSELOR SENIOR (continued)

Requires ability to develop vocational rehabilitation and prevocational habilitation plans outlining goals and objectives, or care service plans in accordance with program rules and regulations.

Requires ability to establish and maintain a counseling relationship with individuals from diverse socio-economic groups and cultural groups.

Requires ability to prioritize customer's goals, objectives, and treatments.

Requires ability to analyze reports furnishing medical data.

Requires ability to plan and prepare for facility accreditation processes.

Requires ability to analyze and interpret the customer's case information and personal traits to assist in creating workable goals.

Requires ability to recognize cultural diversity in the planning and provision of appropriate services.

Requires ability to analyze situations/problems and develop solutions.

Requires ability to prepare written and/or oral reports, and case note documentation.

Requires ability to understand and follow directions.

Requires ability, in the home services program, to visually assess the total condition of home environment for eligibility and service planning, and to physically enter all living space accessible to the customer.

Requires ability to travel to meet with customers or potential employers at predetermined out-of-office locations.

Candidates may be required to be proficient in sign language or to speak or write a foreign language at a colloquial skill level in carrying out position duties with non-English speaking individuals.