**DUTY STATEMENT**

Classification: Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional

Job Title: Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheme and Class Codes: XH14, 9818

Position Number: 813-XXX-9818-XXX

Reports To: Team Manager, Staff Services Manager I

FLSA Status: Non-Exempt

Division: Vocational Rehabilitation Employment Division /South; Specialized Services Division

Location: \_\_\_\_\_\_\_\_\_\_\_\_

Primary Assignment: Provide Generalist Vocational Rehabilitation Counseling to consumers

**JOB OBJECTIVES:**

Under the direction of the Team Manager, Staff Services Manager I, a Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional (SVRC, QRP) facilitates the effective delivery of services to consumers in a Vocational Rehabilitation Service Delivery (VRSD) Team. The core duties of the SVRC, QRP include the following non-delegable functions: 1) determining vocational rehabilitation (VR) eligibility; 2) determining priority for services; 3) development of the Individualized Plan for Employment (IPE); 4) determining amendments to the IPE; and 5) determining successful employment outcome achieved, and completing case closure for services of Department of Rehabilitation (DOR) consumers. The SVRC, QRP is accountable for the quality, quantity, and effectiveness of consumer employment outcomes and must effectively and consistently align the non-delegable duties with the delegable tasks performed by other team members for each consumer's case.

The \_\_\_\_\_\_\_\_ (name of district) is responsible for service delivery of Federal Title I Vocational Rehabilitation Services Program. The services assist eligible individuals in achieving their employment goals by providing training, assistive technology, supported employment and job placement support. District staff will also conduct eligibility determinations for applicants for services and direct post-employment services for individuals who find jobs as a result of DOR services.

**ESSENTIAL JOB FUNCTIONS:**

Performs the following analytical, consultative, and counseling duties:

45% Provides VR counseling to individuals with disabilities and consumers of DOR utilizing a variety of counseling modalities and techniques, to adjust to disability, identifies barriers, identifies appropriate intervention and strategies to maximize employment, independent living, and equality relative to the non-delegable functions.

Interprets and applies applicable federal and state laws and regulations for each consumer.

Facilitates the consumer’s participation in the VR process consistent with the consumer’s strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

25% Coordinates the VR team to identify the need for assessments and services for applicants and consumers; communicates and coordinates implementation of service delivery with the VRSD team.

Communicates information to/from team members on the non-delegable functions and required case processes to the appropriate team members to ensure that all team members are aware of a consumers' eligibility, priority for services , appropriate employment goal, services and successful employment outcomes; assures the effective use of internal team members to monitor purchased services from external vendors to achieve desired outcomes; monitors job placement progress; mentors and provides disability-specific training to team members; effectively delegates assessments and services according to a consumer's IPE; prioritize, triage, and guide DOR consumers to the appropriate team member; review cost-effectiveness of services purchased by other team members at the individual consumer case level; consult with team on complex consumer inquires.

20% Makes the final determination of and communicates eligibility, priority for services , approves and signs the IPE and amendments. Determines successful employment outcome achieved, and approves case closure for services of DOR consumers.

5% Develops, maintains and records necessary Records of Services documentation in the electronic tracking system with the assistance of the VR team.

**All Times:** Communicates regularly with VR staff; provides excellent customer service to both internal and external customers; ensures the timely movement of a consumer through the vocational process, including but not limited to, monitoring of case status, compliance with mandated time frames, signatures, periodic progress updates, and annual reviews; interacts with consumers and coworkers in a professional manner, and with integrity and respect. Attempts to resolve individual’s concern at the lowest possible level; offers other dispute resolution options; and elevates to next level, if needed.

**MARGINAL JOB FUNCTIONS:**

Perform other related duties, including, but not limited to:

5% Conducts community outreach to generate appropriate consumer referrals. Attends, participates, and presents information regarding the DOR program at a variety of public forums such as group orientations and job fairs. Provides training and participates in workgroups as assigned, and performs other related duties as directed.

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**(Employee’s Name) Date**

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**(Supervisor’s Name and Title) Date**

**Original: Employee’s Official Personnel File**

**Copies: Employee and Supervisor’s drop file**