# DUTY STATEMENT

Classification: Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional

Job Title: Achieving Community Employment (ACE) Counselor

Name:

Position Number: 813-098-9818-XXX

Reports To: Staff Services Manager I, ACE Team Manager

Division/Unit: Vocational Rehabilitation Employment Division/Career Counseling and Information and Referral (CC&IR) Services

Location: Out-stationed in a CC&IR Region #1-8

Primary Assignment: Provide WIOA Section 511 CC&IR services to individuals employed at and youth seeking subminimum wage jobs

## JOB OBJECTIVES:

Under general supervision provided by the ACE Team Manager, the ACE Counselor facilitates the effective delivery of Workforce Innovation and Opportunity Act (WIOA) Section 511 services to individuals with disabilities working in and seeking subminimum wage employment and employers holding 14(c) certificates employing individuals at subminimum wage.

ACE Counselor core duties include: 1) providing CC&IR and related VR services, including information on Competitive Integrated Employment (CIE) opportunities, to individuals receiving subminimum wage and youth age 24 and under seeking subminimum wage; 2) providing technical assistance to 14(c) employers and other external stakeholders on section 511 requirements; 3) preparing and maintaining CC&IR required documentation and correspondence; and, 4) coordinating implementation of CC&IR services with DOR districts.

TheACE Counselor travels to 14c employer worksites and other locations to provide CC&IR services in one of eight designated regions located throughout California.

**ESSENTIAL JOB FUNCTIONS:**

50% Provide CC&IR services to individuals with disabilities receiving subminimum wage and to youth 24 and under seeking subminimum wage when known to DOR. Using a variety of counseling modalities and techniques, identify barriers and appropriate interventions and strategies to maximize each individual's opportunities for CIE, independent living, and equality. Coordinate the referral or application process for individuals requesting VR services from DOR.

20% Provide technical assistance and information to 14(c) employers, community partners, local education agencies, and other stakeholders on Section 511 requirements and resources to enhance offering CIE opportunities and understand the state's Employment First philosophy. Inform individuals receiving subminimum wage of local self-advocacy, self-determination, and peer mentoring training opportunities when referred to DOR by employers with less than 15 individuals. Provide information to employers, partners, and potentially eligible individuals on services available from DOR.

15% Prepare and submit CC&IR services attendance and tracking documentation such as calendars and work activity records; schedule CC&IR presentations. Prepare informational materials and correspondence. Complete, provide, and retain documentation that evidences CCI&R services were provided to individuals receiving subminimum wage.

10% Collaborate with DOR Districts to implement Section 511 and related VR services for individuals, including youth, as needed or appropriate.

**MARGINAL JOB FUNCTIONS:**

5% Perform other duties as assigned and needed to assist in the overall mission and goals of DOR and CC&IR Services/ACE Unit.

All Times:

Communicate regularly with DOR staff; provide excellent customer service to both internal and external customers; interact with coworkers and internal and external consumers in a professional manner, and with integrity and respect. Attempt to resolve individual’s concern at the lowest possible level; offer other dispute resolution options; and elevate to next level, if needed.

Employee’s Name Date

Supervisor’s Name and Title Date

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

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