DEPARTMENT of REHABILITATION
Employment, Independence & Equality

DUTY STATEMENT

Classification: Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional
Job Title: Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional
Name: TBD
Scheme/Class Code XH14-9818
Position Number: 813-110-9818-901
Reports to: Supervisor I
FLSA Status: WWG 2
Division: Vocational Rehabilitation Employment Division
Location: 110-04, Redwood Empire District-Eureka Branch Office
Primary Assignment: Provide Department of Rehabilitation (DOR) Services to DOR Consumers, including Students with Disabilities.

JOB OBJECTIVES:

Under the general supervision of the Team Manager, Supervisor I, the Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional (SVRC-QRP) facilitates the effective delivery of services to consumers in a DOR service delivery team. The SVRC-QRP is accountable for the quality, quantity, and effectiveness of services provided to all DOR consumers 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 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.

DOR is responsible for service delivery of Federal Title I Vocational

Rehabilitation Services Program. These services include both DOR Student Services and vocational rehabilitation (VR) services. Where appropriate, the SVRC-QRP independently provides Pre-Employment Transition Services (Department of Rehabilitation (DOR) Student Services) to Potentially Eligible (PE) and eligible students with disabilities, ages 16 through 21.

The SVRC-QRP assists potentially eligible individuals in achieving their employment goals by providing VR services that may include training, assistive technology, supported employment, and job placement support.

Due to the nature of work, and work location, background checks may be required. These may be performed either by the assigned school/school district or by DOR.

ESSENTIAL JOB FUNCTIONS:

Performs the following duties:

45% Provides VR counseling to DOR consumers utilizing a variety of counseling modalities and techniques to adjust to disability, to include providing face-to-face, in person counseling to consumers. Counseling services include facilitating the consumer's participation in the VR process consistent with the consumer's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice; and identifying appropriate intervention and strategies, taking into account the intersectionality of disabilities and consumers' other diverse demographics, 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.

Makes the final determination of and communicates eligibility, priority for services, approves and signs the Individualized Plan for Employment and amendments for DOR consumers. Determines successful employment outcome achieved and approves case

closure of DOR consumers.

Works with workforce partners including businesses, America's Job Centers of California, and local workforce development boards to develop work opportunities for DOR consumers including students with disabilities.

Conducts community, outreach in person and virtually 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.

30% Performs Officer of the Day duties in person, including counseling walk-in consumers. Provides support and back up to the service delivery team, including other Officers of the Day, in person on assigned days and as needed to meet operational needs. 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 team.

Communicates information to/from team members on the nondelegable 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.

Develops, maintains, and records necessary record of services documentation with the assistance of the service delivery team.

20% Arranges and directly provides DOR Student Services to students with disabilities ages 16-21, including PE students with disabilities. These services include job exploration counseling; work-based learning experiences; counseling on post-secondary training and educational opportunities; workplace readiness training to develop social skills and independent living; and instruction in self-advocacy.

Communicates implementation of the delivery of DOR Student Services with guardians, schools, and other community referral and service resources.
Conducts the allowable coordination activities on behalf of specific students, with schools to create a foundation for working together and to ensure the provision of DOR Student Services. Attends individualized education program and individual program plan meetings, in person or virtually, when invited.
These duties may require in-person presence at the school sites or partner locations, to include travel from various locations within a 50-mile radius.
Maintains required tracking and documentation of time spent providing or arranging DOR Student Services, allowable coordination activities, and authorized activities, if any, including associated travel time.

MARGINAL JOB FUNCTIONS:

5% Performs other duties as assigned to enable continuous support and completion of functions that further the mission of DOR.

Travel: Up to 5% travel may be required to attend forums, conferences or trainings or meetings.

All Times: Communicates regularly with the service delivery teams both virtually and in person; provides excellent customer service to both internal and external customers virtually and in-person; ensures the timely delivery of DOR Student Services and VR services, and movement of a student/or consumer through the DOR Student Services and/or vocational process, including but not limited to, monitoring of case status, compliance with mandated time frames, obtaining or providing signatures, completing 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. Meets with consumers in-person when needed to facilitate personal or professional development and/or movement through the DOR Student Services and/or VR process when requested by the consumer or the counselor's supervisor.

Note: It is the policy of the Department of Rehabilitation to provide equal employment opportunity to qualified individuals with disabilities through compliance with FEHA and ADA (where it would result in broader protection of the civil rights of an applicant or employee with a disability).

I have read, understand, and agree to perform the above listed duties and all duties typically performed by this classification. I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and in a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations.

_____ _____

(Employee's Name) **Date**

Rev: 04/28/2026

_____ _____

James Forbes, Supervisor I Date

Original: Employee's Official Personnel File
Copies: Employee and Supervisor's drop file

Rev: 04/28/2026