

### **VOCATIONAL REHABILITATION COUNSELOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in interviewing, determining eligibility, counseling, providing job development and other rehabilitation services to a caseload of individuals with disabilities; identifies needs, makes recommendations for vocational rehabilitation services; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Screens and determines eligibility for vocational rehabilitation services on a caseload of individuals with disabilities; compiles case information including medical history, employment, educational background based on limiting factors brought about by conditions of disability and other relevant data; interprets medical reports; supplies data from which to make determination on the need for vocational rehabilitation services; plans with clients and monitors their rehabilitation programs; makes appropriate referrals and provides placement services to clients and/or their families.

Follows through with clients on case by case basis; arranges for education, training, hospitalization, and medical services as required; arranges for fitting of devices or therapy; locates employment opportunities; writes individualized plans for employment; confers and consults with educational or other professionals; maintains case records; writes and receives reports; studies principles and techniques of vocational rehabilitation; provides counseling, guidance and personal assistance counseling for individuals with disabilities identified or referred to vocational rehabilitation services.

Maintains caseload of individuals with disabilities; coordinates with other vocational rehabilitation counselors, community rehabilitation programs in providing services authorized under the Rehabilitation Act; conducts community awareness meetings and campaigns to assist in identifying individuals with disabilities who are in need of vocational rehabilitation and independent services; maintains and provides computer tracking of clients; attends meetings.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of vocational rehabilitation.

Knowledge of modern principles and practices of counseling, vocational guidance, rehabilitation, and occupational placement.

Knowledge of the community and government resources for vocational rehabilitation.

Knowledge of the principles and practices of rehabilitation counseling.

Skill in collecting, analyzing, evaluating and utilizing data effectively.

Skill in communicating effectively in both oral and written form.

Skill in detecting motivations, behavioral problems of the physically, mentally, emotionally handicapped.

Skill in interpreting and explaining legal requirements.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate to intense interaction with vocational rehabilitation clients to provide the most effective counseling appropriate.

#### **MINIMUM QUALIFICATONS:**

- A Bachelor's degree in Counseling, Social Work, Psychology or related field; and one (1) year professional vocational counseling work experience.

THE NAVAJO NATION

Class Code: 3692  
Community Education and Counseling Series  
Rehabilitation Counselor Group  
Overtime Code: Exempt  
Pay Grade: 64

**VOCATIONAL REHABILITATION COUNSELOR**

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Counseling, Social Work, Psychology or related field.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.