**DUTY STATEMENT**

Classification: Graduate Student Assistant

Scheme/Class Code:

Job Title: Graduate Student Assistant

Name:

Position Number: 813-350-4872-XXX

FLSA Status: WWG 2

Division: San Diego

Branch: XXXX

Section/Unit: XX/XX

Primary Assignment: Assist in Caseload Management and Delivery of Vocational Services

Job Objectives:

Under the close supervision of a Rehabilitation Supervisor or Staff Services Manager I, a Graduate Student Assistant (GSA) may in addition to special projects and conducting a prevocational career workshop, assist one or more Senior Vocational Rehabilitation Counselors to determine vocational rehabilitation potential and eligibility for services of individuals with disabilities. The GSA works an average of 15-20 hours per week as a Graduate Student Assistant in a trainee capacity to assist in the delivery of a wide range of vocational rehabilitation services including vocational assessment and placement services. The GSA will also conduct labor market training to DOR consumers; they will assist them with becoming familiar with the employment market through various known and trusted resources. The GSA receives training and gains practical experience from observing and assisting the counseling staff in the District. The GSA may assist the counselor with vocational plans and arrange for and coordinate the vocational rehabilitation of persons with physical and mental disabilities which are substantial impediments to suitable employment once they have been trained. They may assist in the gathering of information of interpretation of medical, psychological, and vocational records and information for the purpose of identifying if an individual is eligible for services, to then leading in the development of rehabilitation plans. They develop and maintain timely and necessary case documentation. They may serve as liaison and consultant to employers and community organizations regarding opportunities and considerations related to hiring individuals with disabilities.

Essential Job Functions:

Working under the close supervision of a Supervisor or a Staff Services Manager I, or direction from Rehabilitation Counselors, a Graduate Student Assistant (GSA) performs the following duties:

65% The GSA assists in ensuring that applicants and consumers obtain needed prevocational and plan services in a timely manner. By Scheduling and conducting vocational services workshops. The GSA provides a variety of follow-up services as directed by the Counselor or Supervisor. The GSA keeps necessary case records and performs other miscellaneous duties as directed.

15% The GSA will assist the Rehabilitation Counselor in building productive community relations and will assist in conducting presentations and orientation sessions.

10% The GSA will assist in collecting information necessary for determination of eligibility, significance of disability, plan development, and annual review. They will assist in collecting, analyzing, and evaluating data, preparing recommendations, reports or correspondence, conducting interviews, and completing electronic case notes.

It is important for GSA to have good communication skills, ability to research, make connections and problem solve. A GSA will be conducting vocational and employment workshops with up-to-date information. To prepare consumer to establish a plan and seek employment.

Marginal Job Functions:

10% The GSA may perform other activities as directed by the Rehabilitation Supervisor related to the provision of vocational rehabilitation services.

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Employee Signature Date

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Supervisor’s Signature Date