**DUTY STATEMENT**

**Classification:** Graduate Student Assistant

**Name:**

**Scheme/Class Code:** MF10**/**4870

**Position Number:** 813-440-4872-901

**Reports to:** Team Manager/SSM I

**FLSA Status:** WWG 2

**Division:** VR Employment Division **–** Unit 1

**Location:**  Greater Los Angeles District Office

**Primary Assignment:** Graduate Student Assistant (GSA) will assist one or more Senior Vocational Rehabilitation Counselors in the delivery of a wide range of vocational rehabilitation services

**JOB OBJECTIVES:**

Under the close supervision of the Staff Services Manager I, the

Graduate Student Assistant (SA) will assist one or more Senior Vocational Rehabilitation Counselors in the delivery of a wide range of vocational rehabilitation services. The GSA receives training and gains practical experience from observing and assisting the counseling staff in the district. The GSA assists counseling staff with planning, arranging and coordinating the vocational rehabilitation of persons with physical and mental disabilities, which are substantial impediments to employment. The GSA will assist with applicant orientation, plan development workshops, job readiness workshops, researching job placement resources, as well as, assisting consumers with resume preparation, online applications and computer-based labor market research. They may also assist counseling staff, with liaison assignments.

**Essential Job Functions:**

Working under the close supervision of a Staff Services Manager I and with direction from rehabilitation counselors, a GSA performs the following duties:

40% Under the close supervision of the Rehabilitation

Supervisor/Senior Rehabilitation Counselor, the GSA will assist in collecting and disseminating information necessary for consumers/SVRC-QRP’s in developing well thought out vocational plans, as well as, preparing job readiness and job placement action plans.

Graduate Student Assistant (GSA)

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They will assist in analyzing and evaluating data, preparing recommendations, reports or correspondence, conducting interviews and completing electronic case notes.

35% Under the close supervision of the Staff Services Manager I /Senior Vocational Rehabilitation Counselor - QRP, the GSA assists in ensuring that applicants and consumers obtain needed services in a timely manner. The SA provides a variety of follow-up services as directed by the Staff Services Manager I or Counselor. 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 may assist in conducting presentations and orientation sessions.

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

All Times: Communicate regularly with DOR staff by telephone, email, video-conference, Adobe Connect, AWARE, and other technologies as well as in-person; provide excellent customer service to both internal and external customers; ensure the timely completion of assignments; interact with consumers and coworkers in a professional manner, and with integrity and respect. Attempt to resolve individual concern at the lowest possible level; offer other dispute resolution options, and elevate to next level, if needed.

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 a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations.

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Graduate Student Assistant Signature Date

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Team Manager Signature Date