**DUTY STATEMENT**

**Classification:** Graduate Student Assistant

**Scheme/Class Code:** 4872

**Job Title:** Graduate Student Assistant

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Number:** 813-250-4872-XXX

**FLSA Status:** WWG 2

**Division:** San Jose District

**Branch:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section/Unit:** 250

**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 receives training and gains practical experience from observing and assisting the counseling staff in the District. The GSA may counsel with, plan, 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 to analyze and interpret medical, psychological and vocational records and information for the purpose of developing 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:

**50%** 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.

**25%** The GSA assists in ensuring that applicants and consumers obtain needed prevocational and follow up services in a timely manner. 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.

**Marginal Job Functions:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date