**DUTY STATEMENT**

February 13, 2018

Classification: Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional

Job Title: Student Services Rehabilitation Counselor

Name:

Scheme and Class Codes: XH14, 9818

Position Number: 813-440-9818-962

Reports To: Team Manager, Staff Services Manager I

FLSA Status: Non-Exempt

Division: Vocational Rehabilitation Employment Division / Specialized Services Division Unit A

Location: Norwalk Branch

Primary Assignment: Provide Department of Rehabilitation (DOR) Student Services to Students with Disabilities

**JOB OBJECTIVES:**

Under the direction of the Team Manager, Staff Services Manager I, a Student Services Rehabilitation Counselor (SSRC) independently provides and facilitates the effective delivery of Pre-Employment Transition Services (Department of Rehabilitation (DOR) Student Services) to Potentially Eligible (PE) and eligible students with disabilities, ages 16 through 21; and, when necessary, determines the need and eligibility for Vocational Rehabilitation Services (VR), makes case decisions, including approval of an individual's employment plan, and facilitates the effective delivery of VR services to consumers.

The SSRC is accountable for the quality, quantity, and effectiveness of services provided to PE Students including the delivery of DOR Student Services; and when necessary, to VR consumers.

The Greater Los Angeles District is responsible for service delivery of Federal Title I Vocational Rehabilitation Services Program. These services include both DOR Student Services and VR services. This includes assisting PE and eligible students receive appropriate DOR Student Services and for individuals eligible for VR services in achieving their employment goals by providing VR services that may include training, assistive technology, supported employment and job placement support. District staff will also conduct eligibility determinations for applicants for services and when required, direct post-employment services for individuals who find jobs as a result of VR services.

Note: Travel may be required.

Due to the nature of work and work location (work is often performed in a secondary-school setting), 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 analytical, consultative, and counseling duties:

 35% 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.

20% Conducts the allowable coordination activities on behalf of specific students, including attending individualized education program and individual program plan meetings, when invited. Provides VR counseling to individuals with disabilities, including PE students, and consumers of DOR utilizing a variety of counseling modalities and techniques, to adjust to disability, identifies barriers, identifies appropriate intervention and strategies to maximize potential and support job exploration, employment, independent living, and equality. Interprets and applies applicable federal and state laws and regulations for each PE Student or consumer. Facilitates the PE student's or consumer’s participation in DOR Student Services and VR program consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

15% Performs the following non-delegable functions for individuals applying for and requiring VR services: 1) determines VR eligibility; 2) determines priority for services; 3) development of the Individualized Plan for Employment (IPE) and amendments to the IPE; 4) conducts the IPE review at least annually; and, 5) determines successful employment outcome achieved, and completing case closure for services of DOR consumers. Makes the final determination of and communicates eligibility, priority for services, approves and signs the IPE and amendments for DOR consumers. Determines successful employment outcome achieved and approves case closure of DOR consumers.

10% Conducts the allowable coordination activities with schools to create a foundation for working together and ensure the provision of DOR Student Services. Works with workforce partners including businesses, America’s Job Centers of California, and local workforce development boards to develop work opportunities for students with disabilities. Communicates and arranges scheduling and implementation of the delivery of DOR Student Services with guardians, schools, and other community referral and service resources.

10% Provides Spanish oral translation and interprets services to DOR consumers and to the “general public.”

5% Develops, maintains, and records necessary record of services documentation with the assistance of the VR team and 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.

**All Times:** Communicates regularly with VR staff; provides excellent customer service to both internal and external customers; ensures the timely delivery of DOR Student Services, and VR services and movement of a student and/or consumer through the DOR Student Services and/or vocational process; interacts with students, families, 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.

**MARGINAL JOB FUNCTIONS:**

Perform other related duties, including, but not limited to:

5% Provides support and coverage for student services team and VR team members when necessary, provides training and participates in workgroups as assigned, and performs other related duties as directed.

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**(Employee’s Name) Date**

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**(Supervisor’s Name and Title) Date**

**Original: Employee’s Official Personnel File**

**Copies: Employee and Supervisor’s drop file**