Job Title:	Rehabilitation Assistant
Requisition Number:	JO-1502-1252
Grade:	08
Salary Range:	$43,736.00 - $56,273.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	2/4/2015 - 2/14/2015

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Rehabilitation Assistant
CS-0303-08
$43,736 - $56,273

Job Summary

This position is located in the Department on Disability Services, Rehabilitation Services Administration. The position is responsible for performing a variety of administrative, clerical and office automation duties essential to the performance of the required functions of the organization.
Review applications from the client who are applying for vocational rehabilitation services and assist the client with selecting vendors, as well as, assure that requested assistance is provided to the client. Conducts interviews with clients in order to obtain basic information and documents required to complete application process. Enter information into the organization's information system pertaining to income source and amount when required, household information, independence, demographics, and education, and other necessary information for analysis by the counselor. Assist clients in selecting providers when medical and other appointments are needed and ensures that clients schedule such appointments.

Prepares purchase orders for client services, which call for the expenditure of funds. Monitors travel card expenses and logs expenses made by each client. Accompany clients to pre-selected outlets to select appropriate apparel to wear to scheduled job interviews.

Complete appropriate forms to ensure that clients are referred to appropriate vendors and providers. Analyzes and interprets basic medical and vocational data in order to assist client in obtaining the necessary services as requested in the Individual Plan for Employment (IPE). Schedules services recorded in the IPE, which is developed and recommended by the VR Specialist.

Prepares case documentation and required reports. Assist VR Specialist, when necessary, in the recording of information in the system, informing the client of the availability of job retention services and including a survey regarding services. Perform other duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position, and that is typically in or related to administrative functions. Example: providing administrative support to counselors in a vocational rehabilitation program.

Work Environment

Work is primarily sedentary; however, the incumbent may be required to walk and carry lightweight objects such as files, papers and parcels.