Job Title:	Vocational Rehabilitation Spec
Requisition Number:	JO-1608-6191
Grade:	11
Salary Range:	$59,698.00 - $76,969.00
Promotion Potential:	No
Agency:	Disability Services
Location:	
Area of Consideration:	Open to the Public
Opening/Closing Date:	8/5/2016 - 8/15/2016

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VOCATIONAL REHABILITATION SPECIALIST
CS-1715-09/11/12

CS-09 $49,551 - $63,798
CS-11 $59,698 - $76,969
CS-12 $73,867 - $94,509

Introduction

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

Job Summary

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA), Vocational Rehabilitation Services Division. The mission of the agency is to provide comprehensive vocational rehabilitation and independent living services to persons with disabilities, which will maximize their quality of life and promote their employability and economic self-sufficiency, independence, inclusion and integration into society, and adjudication of disability claims.

Provides comprehensive vocational rehabilitation and/or independent living services to persons with disabilities which results in employment and/or a satisfactory adjustment to the client's home and/or community, as appropriate.

Coordinates and participates in counseling, job placement and job development services, follow-up and post closure services to assure satisfactory adjustment to employment, and planning training programs to enhance job readiness. Interviews referrals, applicants and clients to obtain information on vocational, social, educational, and medical/psychological history. Collects existing information from hospitals, medical records, schools employers, other agencies and individuals to supplement and verify history and current status. Authorizes additional diagnostic and evaluative services as needed. Researches and investigates comparable benefits in lieu of authorizing services. Evaluates information and its relationship to client's current and potential medical and vocational status. Confers with the medical and psychological consultants as a part of the evaluative process.

Determines the functional limitations as it relates the disability and its impact on the client's employability. Determines the existence and extent of alleged disability as well as expectations of the client's achievement of a successful employment outcome and determines the benefit of vocational rehabilitation services. Determines eligibility for vocational rehabilitation services in accordance with applicable Federal and District laws and the client's vocational service needs. Develops with the client (or as appropriate, parent, guardian, or advocate) an Individual Plan for Employment (IPE). Informs the client of the terms and conditions for the provision of vocational rehabilitation services, including the responsibilities of the client in implementing the IPE and the extent of client's participation in cost of services, if any. Informs clients of their rights and the means by which they may express concerns and seek remedies for any dissatisfaction, including the opportunity for administrative review, mediation, and/or administrative hearing.

Maintains case records for each applicant for and recipient of vocational rehabilitation services using the computerized Client Rehabilitation Information System (CRIS). Prepares in-depth entries, reports, summaries for the case record and or interagency reports relative to the client's progress towards achieving the vocational goal. Works with client in securing suitable employment and makes pre-referral contact with the prospective employers. Makes follow-up contacts with both the employer and the employee to ascertain progress or challenges in the client's achievement of their vocational goals. Advises client of case closure and of the availability to post-employment services. Plans and provides post-employment services when necessary to assist the client in maintaining suitable employment.

Provides guidance and assistance to lower level trainees. Participates in the mentoring new hires and vocational rehabilitation student interns in field placement positions. In the absence of the supervisor, assigns duties and tasks with the objective of providing a full range of work experience to the trainee or lower level specialist.

Presents before various groups and conducts in-service workshops/training programs. Works in collaboration with multidisciplinary teams in inter and/or intra agency settings. Coordinates special projects.

Perform other duties as assigned.

Collective Bargaining Unit

This position is in the collective bargaining unit represented by local union AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to Rehabilitation Counseling.

Licensures, Certifications and other requirements
Other - Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"
CS-12 - Certified Rehabilitation Counselor (CRC)

Education

09/11 Level - Master's Degree - "Master's Degree in Rehabilitation Counseling, Vocational Evaluation, Vocational Rehabilitation, or related field"

CS-12 Level - Master's Degree - "Master's Degree in Rehabilitation Counseling, Vocational Evaluation, Vocational Rehabilitation, or related field"
Certified Rehabilitation Counselor (CRC)

Work Experience/Knowledge

Knowledge and skill in effective interviewing techniques.
Skill in developing individual strategic employment plans for clients.
Ability to establish and maintain relationships with businesses in the community.
Knowledge of physical disabilities and other limitations relative to job placement.
Ability and skill in advocating/negotiating for and with clients, potential employers and treatment team.

Work Environment
The incumbent is located in a normal office setting. Visits to the field may include schools, homes, offices, institutions, work and training sites.