

## **VOCATIONAL REHABILITATION SPECIALIST CS-1715-11/12**

**CS- 11 \$57,960 - \$74,727**

**CS-12 \$71,716 - \$91,750**

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA). The mission of the administration is to provide comprehensive vocational rehabilitation and independent living services to persons with disabilities that 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.

### **MAJOR DUTIES**

Executes case finding activities through the development of referral sources within other governmental and private agencies and entities in the community. The incumbent will interview applicants to obtain information on vocational, social, educational, medical and psychological history. Collect existing information from hospitals, medical records, schools employers, other agencies and individuals to supplement and verify history and current status. Authorize additional diagnostic and evaluative services as needed. Researches and investigates comparable benefits in lieu of authorizing services. Evaluate information and its relationship to client's current and potential medical and vocational status. Evaluate information and its relationship to client's current and potential medical and vocational status. Confer with the agency's medical and psychological consultants as a part of the evaluative process. Determine the existence and extent of alleged disabling condition as well as expectations of the client's achievement of a successful employment outcome. Determine eligibility for vocational rehabilitation services in accordance with applicable Federal and District laws.

Develops with the client (or as appropriate, parent, guardian, or advocate) an Individual Plan for Employment (IPE). Inform 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. Maintain case records for each applicant for and recipient of vocational rehabilitation services using the computerized Client Rehabilitation Information System (CRIS).

Works with client in securing suitable employment and makes pre-referral contact with the prospective employers. Make follow-up contacts with both the employer and the employee to ascertain progress or challenges in the client's achievement of their vocational goals. Makes follow up contacts with both the employer and the employee to ascertain progress or challenges in the client's achieving their vocational goals. Advise client of case closure and of the availability of post-employment services.

Plans and provides post-employment services when necessary to assist the client in a satisfactory adjustment to employment and maintaining a successful employment outcome.

Meets established agency performance standards in terms of quality and quantity of casework, accuracy of eligibility determinations, adhering to established agency and federal guidelines for eligibility determinations and implementing the IPE. Carries a caseload of 85-145 active cases, closes 35-48 as rehabilitated cases each year. Perform other duties as assigned.

### **Qualifications**

Basic Requirements: 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 providing comprehensive vocational rehabilitation and independent living services to individuals with disabilities.

Bilingual Preferred

### **Education Requirement**

CS-11 Master's Degree in Rehabilitation Counseling or Counseling.

CS-12 Master's Degree in Rehabilitation Counseling or Counseling and Commission on Rehabilitation Counselor Certification (CRCC)

### **Contact Information**

All questions related to employment should be directed to Melonie Buckley, HR Specialist  
[melonie.buckley@dc.gov](mailto:melonie.buckley@dc.gov)