

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8346200

Vocational Rehabilitation Counselor, Grade 19

Brief Description of Class

Vocational Rehabilitation Counselors provide counseling to individuals with disabilities with the goal of helping individuals attain employment, education, and independence in daily living. Positions draft, coordinate, and vocational rehabilitation plans tailored to each individual, and are classified at various State agencies in field and central office settings.

Distinguishing Characteristics

Vocational Rehabilitation Counselor: full performance level; under the supervision of a Senior Vocational Rehabilitation Counselor or other higher-level position, provides counseling services to individuals in need of support, and plans and coordinates rehabilitation services delivery for each individual.

Illustrative Tasks

Performs case analysis functions to determine whether potential clients meet eligibility requirements and whether clients can benefit from vocational rehabilitation services.

- Interviews clients to explain available services and to identify the vocational interests and desires of clients.
- Obtains pertinent socioeconomic and medical background information by questioning clients or by written inquiry of other sources.
- Arranges for appropriate medical, psychological, vocational, and other diagnostic evaluations.
- Consults with medical consultants on clients' health, the nature and extent of disabilities, and the possibility of medical restoration.
- Compares data obtained from clients and other sources to agency's standards to determine whether clients meet eligibility criteria.

- Discusses results of diagnostic evaluations with clients and shares how results will influence rehabilitation plans.

Drafts rehabilitation plans for clients based on educational, medical, and diagnostic information previously obtained.

- Confers with medical and program specialists both internally and externally to obtain recommendations concerning rehabilitation plans.
- Drafts written individualized rehabilitation plan for each client and obtains necessary approvals.
- Discusses proposed plans with clients, addresses clients' questions, and obtains clients' consent for plans.

Coordinates rehabilitation services provided to clients.

- Contacts appropriate public and private rehabilitation agencies, educational institutions, and employers to arrange vocational services for clients.
- Compares clients' financial resources to financial assistance eligibility standards. Determines agency's contribution payments for services, if agency or program is authorized to provide financial assistance.
- Explores other funding sources available to clients to help cover program costs, such as private insurance and Medicaid.
- Confers with service providers to monitor clients' progress, and reviews written progress reports.
- Discusses progress with clients, families, and service providers; recommends changes to reach vocational goals.
- Discusses personal adjustment concerns with clients and makes referrals for issues outside of the vocational counselling scope.

Maintains and prepares records, reports, and statistical data, and uses statistical reports to assist with caseload management.

- Prepares statistical reports related to clients' progress and maintains individual case folders.
- Prepares financial forms to purchase services.
- Establishes and maintains good working relationships with employers in assigned geographical areas.

- Maintains up-to-date information concerning labor market situations and employment needs in assigned geographical areas.
- Assists clients in finding employment opportunities, arranges interviews with prospective employers, and follows up with employers for employers' impression of clients.

Follows-up with clients to ensure that clients are successfully coping with the work environment.

- Provides supportive counseling to clients when necessary.
- Helps resolve issues which may arise between clients and employers.
- Closes cases after clients attain goals set forth in the rehabilitation plan, and post-employment needs.

May meet with community interest groups to provide information on available vocational rehabilitation services and encourage the use of services.

Minimum Qualifications

Vocational Rehabilitation Counselor

Open Competitive: Satisfactory completion of a two-year traineeship; or possession of a current Commission on Rehabilitation Counselor Certification (CRCC) credential as a Certified Rehabilitation Counselor (CRC); or a master's or doctoral degree in counseling or rehabilitation counseling, including a supervised 600-hour internship in rehabilitation counseling from a Council on Rehabilitation Education accredited program or Council for Accreditation of Counseling and Related Educational Programs accredited program; or a master's or doctoral degree in a related field of study* as determined by the CRCC and eligibility to sit for the CRC certificate examination.

*Related fields of study include the following: addictions counseling, behavioral health, behavioral science, blindness rehabilitation, child/family studies, communication disorders, counseling, counseling psychology, deaf education, disability studies, educational psychology, guidance and counseling, health services, health studies, human development, human relations, human resources, human services, marriage and family therapy, mental health counseling, occupational therapy, physical therapy, psychology, rehabilitation services, school counseling, school psychology, social work, special education, substance use disorders, counseling, vision rehabilitation studies, vocational assessment, and vocational evaluation.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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