



## DRS-COUNSELOR I

### **CHARACTERISTICS OF WORK:**

This is entry-level, professional work which involves interviewing clients in need of Vocational Rehabilitation services within an assigned area of the state. Incumbent collects personal, medical, educational, and vocational data or related information to determine eligibility of client; develops an individualized written rehabilitation program with the client; arranges, coordinates and supervises services as necessary to reach the vocational goal; provides individual, group and family counseling services to eligible clients; and establishes relationships with medical personnel. Incumbents may also make home visits. Work is performed under close supervision of the District Manager or a higher-level Counselor.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Rehabilitation Counseling or a related field.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

**TECHNICAL COMPETENCIES:**

**Technical Proficiency:** Reads, comprehends, evaluates, interprets and implements federal and state laws, policies, mandates, and regulations relating to rehabilitation counseling.

Recognizes the difference between disability and functional limitations. Reads and has a basic understanding of medical aspects and implications of major disabilities. Understands the cultural reactions to disabilities in families and in society at large. Demonstrates an awareness of the attitudinal barriers experienced by persons with disabilities. Recognizes the need for continued professional and technical development. Effectively participates in training and continuing education. Effectively utilizes and demonstrates proficiency in agency-wide technical software needed to perform specific duties.

**Analytical/Innovative Thinking:** Analyzes complex problems to find best resolution by discovering or selecting rules, principles, or relationships between facts and other information and making correct comparisons or accurate conclusions.

Demonstrates an ability to integrate, interpret, and evaluate medical, educational, social, psychological, and vocational information about clients in order to determine rehabilitation counseling. Modifies rehabilitation plans as required. Sees key issues and actions in complex situations. Analyzes the effects of decisions on stakeholders. Adapts well to change. Plans effectively to achieve goals.

**Organizational Awareness/Commitment:** Represents and supports the agency positively.

Knows the organization's mission and functions. Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes policies, procedures, rules and regulations of the work unit and the agency. Aligns self with MDRS mission and function. Understands and awareness of the impact of organizational goals and objectives in its service provision. Strives to make a difference with rehabilitation services.

**Interpersonal Relations/Development:** Demonstrates a commitment to client participation and understanding of rehabilitation services.

Counsels with clients to discover underlying needs. Assists clients in understanding and achieving goals. Develops and implements strategy for outreach. Develops rapport with client. Initiates, encourages, and facilitates partnerships with organizations to achieve goals. Deals effectively with high stress situations.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Collects client information to determine eligibility for services.
2. Performs case management activities including developing and monitoring individualized programs, counseling clients, and providing documentation on all related activities.
3. Maintains communications with federal, state and community agencies, clients, employers and other individuals within the community.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Locates and utilizes all available resources as needed in each client's rehabilitation program.

Interprets, under supervision, medical information as related to physical and mental restoration.

Coordinates services and resource identification for clients' specific needs.

Develops and maintains an appropriate case finding procedure.

Develops with each client a total program of individualized plans and/or services and manages programs under supervision, until completed or otherwise terminated.

Ensures, under supervision, the expedition of services to clients through proper caseload management.

Maintains comprehensive documentation of all casework activities and ensures the confidentiality of all case information.

Supervises and monitors personal care attendant services.

Develops individualized plans for client services.

Develops and maintains a close working relationship with the medical profession and other allied groups.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.