



DRS-EVALUATOR SENIOR

CHARACTERISTICS OF WORK:

This is professional work involving the coordination of vocational evaluation activities for assigned AbilityWorks, Inc. Community Rehabilitation Centers. In addition to performing traditional vocational evaluation duties, the DRS-Evaluator Senior serves as a consultant to DRS-Evaluators in an assigned region and conducts formal training sessions pertaining to new evaluation procedures and techniques for facility and field services personnel. Functional supervision is exercised over subordinate Evaluators and other field services personnel. General supervision is received from a DRS-Facility Manager or Center Director.

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 Master's Degree from an accredited four-year college or university in Rehabilitation Counseling or a directly related field;

AND

Experience:

Two (2) years of experience related to the described duties.

OR

Education:

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

AND

Experience:

Three (3) years of experience related to the described duties.

Certification:

Applicant must be a Certified Vocational Evaluator (CVE) from the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists or a Certified Rehabilitation Counselor (CRC) from the Commission on Rehabilitation Counselor Certification or other recognized certification authority.

Documentation Required:

Applicant must attach a copy of his/her certification as a Certified Vocational Evaluator (CVE) or his/her certification as a Certified Rehabilitation Counselor (CRC).

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.

Color Vision: Ability to identify colors.

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

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

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

Assessment: Collects information and conducts evaluations in order to determine a client's aptitudes, interests, and vocational potential.

Administers tests to determine learning capacity, work related aptitudes, disabilities, limitations, and personality and behavior factors. Gathers relevant data; identifies, assesses, and analyzes data.

Situation Analysis: The ability to evaluate characteristics of each situation and use appropriate tactics to achieve results.

Reviews and analyzes all available information concerning clients referred to the facility. Assesses clients by interviewing, counseling, and providing work samples and tasks developed in the facility.

Customer Service: Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.

Consults with others to ensure that facility provides necessary services and that client needs are best served at all time. Develops and administers personal vocational adjustment training/job readiness services to assist clients in preparing for viable and competitive employment.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information.

Teaching Others: Helps others learn through formal or informal methods and identifies training needs.

Conducts formal training sessions pertaining to new evaluation procedures and techniques for facility and field services personnel to provide staff with pertinent information. Conducts training for Evaluators, student interns/practicum, vocational instructors, and other agency personnel. Provides constructive feedback.

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. Coordinates and conducts comprehensive evaluations on clients in a workshop/training/testing environment to determine vocational potential.
2. Develops and administers personal vocational adjustment training/job readiness services to assist clients in preparing for viable and competitive employment.
3. Prepares and completes reports, summaries, and forms within restricted time frames.
4. Serves as the Facility Manager/Supervisor in his/her absence.
5. Supervises and conducts training for Evaluators, student interns/practicum, vocational instructors, and other agency personnel.

EXAMPLES OF WORK:

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

Administers, scores, and interprets the results of achievement, interest, aptitude, dexterity, and other tests to assist in determining vocational potentials of clients.

Observes work progress and behavior of clients to identify client strengths and weaknesses, to assess client progress, and to evaluate client readiness for entry or re-entry into the general workforce.

Reviews and analyzes all available information concerning clients referred to the facility.

Assists field counselors in identifying vocational potentials and vocational goals, developing placement plans, and preparing clients for entry or re-entry into the general workforce, which includes developing and implementing Personal Vocational Adjustment Training (PVAT) programs/job readiness services.

Completes required forms and reports in accordance with established procedures and within prescribed time frame.

Acts as Facility Manager in his/her absence.

Orients new clients to the facility to assist them in understanding the operations of the facility and the Department's program.

Consults Evaluators in assigned region to provide requested information and to render any necessary assistance.

Conducts formal training sessions pertaining to new evaluation procedures and techniques for facility and field services personnel to provide staff with pertinent information.

Participates as a team member and directs all staff meetings for discussion and classification of clients' vocational strengths and weaknesses, both current and prior to admission.

Conducts training classes on a weekly basis.

May conduct progress observations (staffing) and ensures progress is reviewed every 30 days.

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.