

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Rehabilitation Counselor**

**Class Code: 51344**  
**Pay Grade: GH**

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### **A. Purpose:**

Provides individualized vocational rehabilitation services in order to obtain employment for individuals with substantial impediments to employment due to physical or mental disabilities.

### **B. Distinguishing Feature:**

The Rehabilitation Counselor determines eligibility for services and provides vocational counseling by determining scope, type, and extent of services in consultation with a Senior Rehabilitation Counselor or a supervisor; develops referral and placement plans; and recommends Individual Plans for Employment (IPE) and expenditure of case service funds. The Senior Rehabilitation Counselor serves as a certified rehabilitation counselor by independently determining eligibility for services and approves IPE's, monitors case services provided by others, serves on peer review teams, and may provide work direction to Rehabilitation Counselors and Teachers.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Interviews prospective consumers to obtain needed information.
  - a. Gathers personal, educational, social, vocational, and financial data.
  - b. Determines, with supervision, the type and extent of diagnostic information needed from medical and/or psychological facilities, and private and public agencies.
2. Reviews functional limitations, medical and psychological data to determine eligibility for services.
  - a. Determines presence of a disability.
  - b. Analyzes functional information to determine vocational limitations.
  - c. Determines need for services.
  - d. Documents an appropriate eligibility determination.
3. Develops Individual Plans for Employment (IPE) by assisting with identifying vocational goals, objectives, and services needed to ensure a comprehensive rehabilitation plan.
  - a. Identifies corrective surgery and prosthetic and orthotic devices required by the consumer.
  - b. Identifies on-the-job training or post secondary training required.
  - c. Identifies other services that will assist in obtaining an employment outcome.
4. Authorizes appropriate expenditures of case service funds to ensure consumers receive needed rehabilitation services.
5. Counsels consumers to increase their understanding of themselves and vocational options to effect positive vocational adjustment.
6. Actively works with consumers and employers to arrange suitable employment.

- a. Arranges training to improve job-seeking skills.
  - b. Develops employment opportunities.
  - c. Promotes job incentives with employers.
  - d. Coordinates job placement with other service providers.
7. Develops and maintains referral sources including public agencies, medical offices, private agencies, and the media to ensure effective cooperation and coordination of services.
  8. Performs other work as required.

**D. Reporting Relationships:**

Reports to a Rehabilitation District Supervisor, Senior Rehabilitation Counselor, or Assistant Director. May direct the work of clerical staff, drivers, attendants, and readers.

**E. Challenges and Problems:**

Challenged to strengthen and expand resources to provide effective rehabilitation services that focus on employment outcomes to meet the needs of consumers with disabilities. This is difficult because it involves coordinating and managing a myriad of resources and services.

Typical problems resolved by the incumbent include assisting consumers to better cope with their disabilities, developing appropriate vocational goals and job placement, and coordination of services.

**F. Decision-making Authority:**

Decisions include recommendation of eligibility; medical, vocational, and social assessment; counseling strategies; development of the rehabilitation plan; authorization of routine expenditures; and appropriate vocational placement. These decisions are subject to consultation, review, and approval from a superior.

Decisions referred include caseload assignments, complex eligibility determinations, IPE final approval, and large expenditures.

**G. Contact with Others:**

Daily contact with consumers, consumers' families, medical professionals, state office, cooperating agencies, and prospective employers to provide rehabilitation services and exchange information. Contact as needed with other agencies and disability or consumer organizations to make appropriate referrals.

**H. Working Conditions:**

The incumbent spends time meeting with employers at job sites, consumers in homes, or attending staffings at other agencies. The rest of the time is spent in a typical office environment. Moderate to extensive travel is required within assigned territory. The incumbent may be exposed to hostile consumers or family members.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- social, economic, vocational, physical, and emotional issues impacting persons with disabilities;
- counseling theories and techniques useful in facilitating the rehabilitation of individuals with disabilities;
- alternative modes of communication for individuals who are deaf, blind, or have cognitive disabilities;
- individual appraisal instruments and their applications;
- technology, including assistive technology, and accommodations for individuals with disabilities in employment and independent living settings;
- use of labor market information, the job seeking process and personnel practices that lead to obtaining employment.

Ability to:

- understand and interpret medical, psychological, and vocational reports for the purpose of determining eligibility and formulating vocational objectives;
- establish and maintain effective working relationships with consumers, family members, and various professionals and specialty organizations involved in the rehabilitation process;
- analyze and integrate occupational and labor market data in a given geographical area;
- read and interpret laws, rules, and regulations affecting individuals with disabilities, and apply them to specific situations;
- develop, organize, and maintain a referral network used to provide individuals with disabilities appropriate services and other resources;
- prepare and deliver clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations;
- effectively manage a full caseload of consumers in an independent, orderly, and timely manner.