

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

REHABILITATION SERVICES COORDINATOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to assist and provide services such as casework, treatment, outreach development, and referrals to disabled persons; by arranging, scheduling, authorizing, and monitoring accommodation services, such as interpreters and job coaches.

There are three classifications in this job.

Position Code Title – Rehabilitation Services Coordinator-E

Rehabilitation Services Coordinator 9

This is the entry level. As a trainee, the employee carries out a range of professional rehabilitation services coordinator assignments while learning the methods of the work.

Rehabilitation Services Coordinator 10

This is the intermediate level. The employee performs an expanding range of professional rehabilitation services coordinator assignments in a developing capacity.

Rehabilitation Services Coordinator P11

This is the experienced level. The employee performs a full range of professional rehabilitation services coordinator assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs intake, training, program maintenance and placement functions for clients.

Gathers educational, social, medical, psychological and vocational data from the client, family and community vocational programs.

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Provides job development services and implements direct rehabilitation plans designed to meet the client's needs and abilities.

Contacts community sources with referrals for purpose of rendering services to clients.

Maintains client case records to ensure timely follow-up and annual review.

Provides information to clients on available public and private vocational programs and services.

Authorizes payment of fees for initial diagnostic services.

Maintains small employer accounts.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of the principles and methods of rehabilitation training.

Knowledge of the psychology of the physically and mentally culturally disabled.

Knowledge of the limitations and abilities of the disabled.

Knowledge of occupations open to persons with a particular disability.

Knowledge of casework and interviewing techniques.

Knowledge of training and placement facilities available to the disabled.

Knowledge of community services and organizations available to the disabled.

Ability to obtain cooperation of employers, educators, physicians and others.

Ability to work with professional and technical personnel in a particular area of employment.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

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Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with a major in rehabilitation counseling, special education, social work, psychology, guidance and counseling, or occupational therapy.

Experience

Rehabilitation Services Coordinator 9

No specific type or amount is required.

Rehabilitation Services Coordinator 10

One year of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator 9.

Rehabilitation Services Coordinator P11

Two years of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator, including one year equivalent to a Rehabilitation Services Coordinator 10.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

REHABSCDR

Job Code Description

Rehabilitation Services Coordinator

Position Title

Rehabilitation Services Coordinator-E

Position Code

REHBCDRE

Pay Schedule

W22-002