

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**VOCATIONAL REHABILITATION REPRESENTATIVE**

**JOB DESCRIPTION**

Employees job complete a variety of assignments to provide rehabilitative services for clients with disabilities such as loss of hearing, blindness and sight impairment, amputations, diabetes, mental deficiency or illness.

There is one classification in this job.

**Position Code Title – Vocational Rehabilitation Representative-A**

**Vocational Rehabilitation Representative 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**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.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the required needs.

Provides rehabilitative services for clients with disabilities such as loss of hearing, blindness and sight impairment, amputations, diabetes, mental deficiency or illness.

Approves proposed vocational rehabilitation plans.

Counsels clients to initiate vocational rehabilitation and adjustment to disabilities.

Evaluates the records of applicants and clients to determine level of aspiration, interest, motivation, aptitude and scholastic achievement and recommends appropriate areas of training accordingly.

Gathers pertinent educational, social, medical, psychological and vocational information relative to the clients.

Orients and counsels clients; administers and interprets tests.

## VOCATIONAL REHABILITATION REPRESENTATIVE

### **PAGE No. 2**

Participates in job development and job placement programs; contacts prospective employers and follows up on clients who have been placed.

Plans and arranges for special medical treatments and services.

Participates in special conferences and training sessions designed to solve problems encountered in field work.

Provides assistance to instructors in classifying information and communication for the deaf and/or blind, as necessary.

Serves as liaison between lay and professional groups concerning difficulties facing the disabled.

Gives speeches and prepares promotional materials.

Works with the community in establishing facilities to assist the disabled.

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

Performs related work as assigned.

### **Additional Job Duties**

#### Vocational Rehabilitation Representative 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### Vocational Rehabilitation Representative 12 (Senior Worker)

Performs on a regular basis professional vocational rehabilitation representative assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and methods of vocational rehabilitation counseling and training.

Thorough knowledge of the techniques of vocational counseling and guidance.

Thorough knowledge of the psychology of the physically and mentally disabled, and the problems involved in personal adjustment to disabilities.

Thorough knowledge of testing techniques and test interpretation.

**VOCATIONAL REHABILITATION REPRESENTATIVE**

**PAGE No. 3**

Thorough knowledge of training and placement facilities available to disabled persons.

Thorough knowledge of occupations open to persons with a particular disability.

Thorough knowledge of the goals and objectives of vocational guidance and rehabilitation.

Thorough knowledge of the legal and industrial relations aspects of vocational training, involving apprenticeship, hours, and conditions of labor, unemployment insurance and pensions.

Thorough knowledge of survey techniques.

Thorough knowledge of medical terminology.

Some knowledge of lead worker techniques.

Ability to organize and coordinate the vocational rehabilitation activities of a specific work area.

Ability to allocate work to other vocational rehabilitation representatives.

Ability to determine work priorities.

Ability to apply casework techniques in interviewing, obtaining and analyzing information and follow-up activities.

Ability to guide and counsel disabled persons.

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

Ability to work with professional and technical personnel in the area of the work being performed.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Vocational Rehabilitation Representative 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**VOCATIONAL REHABILITATION REPRESENTATIVE**

**PAGE No. 4**

**Working Conditions**

None.

**Physical Requirements**

None.

**Education**

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

**Experience**

Three years of professional experience providing rehabilitation services for clients with disabilities equivalent to a Rehabilitation Counselor, including one year equivalent to a Rehabilitation Counselor P11.

OR

Four years of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator, including two years equivalent to a Rehabilitation Services Coordinator P11.

**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**

VOCRHBREP

**Job Code Description**

Vocational Rehabilitation Representative

**Position Title**

Vocational Rehabilitation Representative-A

**Position Code**

VOCRREPA

**Pay Schedule**

W22-043