

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
REHABILITATION CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to encourage and assist human services agencies with the development, implementation, and providing of innovative vocational programming for the agency dual customers, which includes persons with disabilities and the business community.

There are three classifications in this job.

Position Code Title - Rehabilitation Consultant-E

Rehabilitation Consultant P11

This is the experienced level. The employee performs a full range of professional rehabilitation consultant 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.

Position Code Title - Rehabilitation Consultant-A

Rehabilitation Consultant 12

This is the advanced level. The employee functions as a regional consultant in a specialized area such as staff development, internal and external partner training, independent living, pre-employment transition services, supported employment, direct customer services, other unique service models, or casework review which has been recognized by Civil Service as having significantly greater complexity than work assigned at the experienced level.

Position Code Title - Rehabilitation Consultant-2A

Rehabilitation Consultant 13

This is the specialist level. The employee functions as a statewide or departmentwide consultant in a complex area that has been accepted by Civil Service as specialized such as traumatic brain injury (TBI)/cognitive functioning, Applied Behavioral Analysis (ABA), transition youth, industrial rehabilitation, communication disorders, intellectual disabilities, mobility, low vision, universal design, and accessibility modifications.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Advises on disability management, ergonomics, assistive technology, reasonable accommodation, job analysis, safety prevention, and return-to-work issues for persons with disabilities and the business community; and educates as well as provides technical assistance for businesses, employees, and insurance companies regarding these issues in the public and private workforce sectors.

Provides assistance to local officials and agencies in developing proposals for federal and state grants for rehabilitation programs for individuals with disabilities.

Provides education for public and private sectors in assisting employees and clients to return to work and maintain safe and productive employment.

Assists client customers with disabilities statewide to obtain, retain, and advance employment, return to work, and maintain safe and productive employment.

Reviews and analyzes casework techniques for compliance with state and federal regulations.

Conducts research, develops training strategies, and provides staff training in an area of or throughout the state.

Develops rehabilitation programs in cooperation with other service areas in the department, other departments within state government, and other agencies providing services to individuals with disabilities.

Conducts surveys and research to determine program needs and to develop more effective policies, practices, and procedures.

Participates in policy planning, implementation, and training regarding various federal and state rehabilitation programs.

Works on and off business sites to assist public and private sector businesses.

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

Performs related work as assigned.

Additional Job Duties

Rehabilitation Consultant 12

Provides regional consultative services in a specialized area such as staff development, internal and external partner training, independent living, pre-employment transition services, supported employment, direct customer services, other unique service models, or complex casework review.

Rehabilitation Consultant 13

Provides statewide or departmentwide consultative services in a complex specialized area such as traumatic brain injury (TBI), assistive technology (AT), hard of hearing (HOH), independent living, pre-employment transition services, supported employment or other unique service models, customer education and training to prepare them for employment, employer education, inter-agency liaison, school services, health and welfare services, facilities development, staff development and training, development of partner capacity.

Serves as a representative on the national programs such as the National Employment Team (NET), American Occupational Therapy Association (AOTA), or other groups or professional organizations (e.g., Michigan Brain Injury Association, Michigan Brain Injury Provider Council, Council of State Administrators of Vocational Rehabilitation-OTs in VR Community of Practice, American Occupational Therapy Association/Michigan Chapter, employer organizations (Society for Human Resource Management, National Industry Liaison Group/Michigan Chapter, local chambers of commerce), Michigan Transition Services Association, etc.).

Serves as a subject matter Expert (SME) on various projects (i.e., consumer development, business development, inter-agency or-departmental liaison, Title I Coordinator, school services, vocational rehabilitation services, etc.).

Works with businesses to access the workplace and recommend accessibility resources and modifications while applying ADA guidelines to accommodate individuals with disabilities.

Engages business and community organizations in Disability Awareness Training.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of the principles, methods, and intervention with physical, cognitive, and mental limitations in the area of rehabilitation.

Knowledge of the field of allied health and/or vocational rehabilitation, consulting theory and practice skills, job modification, job analysis, work risk analysis, and assistive technology, and training skills.

Knowledge of disability specific skills, such as blindness and low vision.

Knowledge of programs and facilities for persons with disabilities.

Knowledge of the state and federal laws and regulations pertaining to rehabilitation of persons with disabilities.

Knowledge of problems faced by individuals with disabilities in attaining personal, social, and economic adjustment.

Knowledge of current developments in the field of vocational rehabilitation. Knowledge of casework techniques used in rehabilitation.

Knowledge of the methods and techniques of establishing customized employment and partnering with businesses.

Knowledge of reasonable accommodations, the Americans with Disabilities Act, and the Michigan Handicappers' Civil Rights Act.

Knowledge of MI Workers' Compensation and Auto No-Fault Laws, and MIOSHA guidelines.

Ability to organize and maintain constructive relationships with multiple stakeholders.

Ability to analyze how programs can be made more accessible to individuals with disabilities (IWD) and make recommendations accordingly.

Ability to collaborate and identify local resources to support Diversity, Equity, Inclusion, and Accessibility (DEI&A) efforts for the dual customer.

Ability to work with professional and technical personnel in the area of work performed. Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to understand and apply marketing principles.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Rehabilitation Consultant 12 - 13

Knowledge of the specialized vocational rehabilitation area to which assigned.

Skills in critical thinking and problem solving.

Ability to develop, coordinate, and implement regional, statewide, or departmentwide specialized vocational rehabilitation programs.

Ability to prioritize and manage multiple tasks and projects.

Ability to work within a variety of technology platforms.

Working Conditions

Primarily indoors but will have some tasks performed outside in various weather conditions. Position requires travel.

Physical Requirements

The job duties may require a shared load of lifting, carrying, pushing, pulling equipment weighing up to 80 pounds on an occasional basis, up to 25 lbs. frequently independently.

The job duties may require exposure to variations of outdoor temperature and weather conditions throughout the year with travel. Worksites may have extremes of temperature, humidity, dust and fumes and excessive noise; this is rare.

The job duties require an employee to kneel, stoop, squat, bend, and twist occasionally to access equipment.

The job duties require frequent travel, with occasional overnight travel.

Education

Possession of a master's degree with a major in public administration, business administration, management, human resources, rehabilitation counseling, guidance and counseling, special education, social work, psychology, occupational therapy, speech therapy, or physical therapy.

Experience

Rehabilitation Consultant P11

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

Rehabilitation Consultant 12

Four years of professional experience providing rehabilitation services to individuals with disabilities equivalent to a Rehabilitation Counselor, including two years equivalent to a Rehabilitation Counselor P11 or one year equivalent to a Rehabilitation Consultant P11 or Rehabilitation Counselor 12.

Rehabilitation Consultant 13

Five years of professional experience providing rehabilitation services to individuals with disabilities equivalent to a Rehabilitation Counselor, including three years equivalent to a Rehabilitation Counselor P11; two years equivalent to a Rehabilitation Counselor 12, Rehabilitation Consultant P11, or Vocational Rehabilitation Manager 13; or, one year equivalent to a Rehabilitation Consultant 12 or Vocational Rehabilitation Manager 14.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

None

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

REHABCST

Job Code Description

REHABILITATION CONSULTANT

Position Title

Rehabilitation Consultant-2A

Position Code

REHBCS2A

Pay Schedule

NERE-191

Rehabilitation Consultant-A

REHBCSTA

W22-046

Rehabilitation Consultant-2A

REHBCS2A

W22-048

Rehabilitation Consultant-E

REHBCSTE

W22-070

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