

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
REHABILITATION COUNSELOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to provide vocational rehabilitation guidance and counseling to people with mental, physical, or emotional disabilities.

There are four classifications in this job.

Position Code Title - Rehabilitation Counselor-E

Rehabilitation Counselor 9

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

Rehabilitation Counselor 10

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

Rehabilitation Counselor P11

This is the experienced level. The employee performs a full range of professional rehabilitation counselor 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 Counselor-A

Rehabilitation Counselor 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.

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

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.

Provides counseling and guidance to clients regarding vocational choices.

Analyzes and interprets the pertinent educational, social, medical, psychological and vocational information relative to the applicants or clients in order to determine level of aspiration, interest, motivation, aptitude and scholastic achievement.

Determines the client's eligibility and need for rehabilitation services.

Develops a diagnostic plan for each client in order to identify the type and extent of the handicap or disability and to facilitate plans and arrangements for special medical treatments and services.

Develops comprehensive individual rehabilitation plans for clients.

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

Develops community referral sources for rendering services to clients.

Establishes the method by which educational, social, medical, psychological and vocational data is to be obtained from clients, family and community programs.

Works with the community in establishing facilities and programs to assist the handicapped and disabled.

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

Performs related work as assigned.

Additional Job Duties

Rehabilitation Counselor 12 (Lead Worker)

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

Rehabilitation Counselor 12 (Senior Worker)

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

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, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the techniques of rehabilitation counseling and guidance.

Knowledge of the principles and methods of rehabilitation training.

Knowledge of the psychology of the physically, mentally disabled.

Knowledge of different cultures.

Knowledge of the limitations and abilities of the disabled.

Knowledge of testing techniques, test interpretations, and uses.

Knowledge of casework and client interviewing techniques.

Knowledge of training and placement facilities and services available to the disabled.

Knowledge of occupations appropriate for persons with a particular disability.

Knowledge of community organizations and services available to the disabled.

Ability to provide rehabilitation counseling and guidance to disabled persons.

Ability to obtain the cooperation of employers, educators, medical services providers, and others.

Ability to apply casework, interviewing and testing techniques to obtain and analyze information and plan services and follow-up activities.

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.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Rehabilitation Counselor 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some positions may be located in a mental hospital, correctional facility, veterans' hospital, or other partner organizations.

Some jobs require travel.

Physical Requirements

None

Education

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

Experience

Rehabilitation Counselor 9

No specific type or amount is required.

Rehabilitation Counselor 10

One year of professional experience providing rehabilitation counseling services equivalent to a Rehabilitation Counselor 9.

Rehabilitation Counselor P11

Two years of professional experience providing rehabilitation counseling services equivalent to a Rehabilitation Counselor, including one year equivalent to a Rehabilitation Counselor 10; or, three years of professional experience providing rehabilitation services coordination equivalent to a Rehabilitation Services Coordinator, including one year equivalent to a Rehabilitation Services Coordinator P11.

Rehabilitation Counselor 12

Three years of professional experience providing rehabilitation counseling services 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.

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

REHABCSR

Job Code Description

REHABILITATION COUNSELOR

Position Title

Rehabilitation Counselor-E

Rehabilitation Counselor-A

Position Code

REHACSRE

REHACSRA

Pay Schedule

W22-121

W22-122

KH

10/01/2025