

## REHABILITATION COUNSELOR TRAINEE

### Nature of Work

Under direct supervision performs work at the entry level in a probationary, training capacity which is intended to qualify the employee for assignment to responsible rehabilitation counseling work. The training period is a balanced combination of rehabilitation casework and formal training and instruction under supervisory guidance and direction. As the training period progresses, duties and responsibilities are adapted to the job role and training needs of the incumbent. Performs related work as required.

### Examples of Work

Learns to counsel disabled individuals to assess the individual's ability to obtain, maintain and retain employment and to identify potential problems with the return to work.

Learns to provide vocational and life adjustment counseling and guidance. Collects and assesses medical, psychological and vocational data to determine rehabilitation needs of the disabled client.

Learns to determine clients' eligibility for rehabilitation services.

Learns to facilitate the provision of medical and rehabilitation services from the Division of Rehabilitation Services, the health-care community and the rehabilitation community.

Meets with community employers for job development purposes and to assess for work-site modifications that may be needed.

Learns to develop appropriate rehabilitation programs to enable individuals to obtain, maintain or retain employment.

### Knowledge, Skills and Abilities

Ability to acquire knowledge of the Rehabilitation Act and subsequent amendments.

Ability to acquire knowledge of the principles of counseling and guidance.

Ability to acquire knowledge of occupations in terms of skills required, physical demands, training requirements and working conditions.

Ability to understand and interpret medical, psychological and vocational reports for the purpose of formulating vocational goals and objectives.

Ability to establish relationships and develop resources at the community level.

Ability to present factual material effectively in written or oral form.

### Minimum Qualifications

TRAINING: Bachelor's Degree from a regionally accredited college or university in counseling and guidance, social work, nursing, special education, or related behavioral science or human service field.

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**Minimum Qualifications (cont'd)**

PROMOTIONAL: Bachelor's degree from a regionally accredited college or university with three years of full-time or equivalent part-time paid experience in the position of Rehabilitation Services Associate with the employing agency.

Established: 12/1/91  
Revised: 12/01/2015  
Effective: 12/01/2015