

VOCATIONAL REHABILITATION COUNSELOR

Code No.: 5-21-002

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a counseling position in a school district involving responsibility for identifying and developing training and employment opportunities in the community for students with physical and mental disabilities. The employee secures special education and counseling for secondary students and their families, and assists in developing and implementing an individual education plan for each student. The employee reports directly to, and works under general supervision of, the Director of Assessment and Career Planning Center. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Surveys, analyzes, identifies and develops training and employment related opportunities in the community;

Interviews, counsels and evaluates secondary-level students for placement into Work Study, Occupational Education, and employment following completion of Special Education;

Coordinates the referral of students for Occupational Education courses, and monitors student progress;

Assists the staff in the Occupational School in developing, implementing and evaluating Individual Educational Plans;

Provides vocational counseling to secondary students and their families;

Submits referrals for Work Study placement to the Director of Special Education;

Recommends, advises and assists in the procurement of prosthetic and training devices;

Identifies and recommends other effective work sites or instructional accommodations as needed;

Coordinates student referrals to community agencies serving young adults with disabilities, such as the Office of Vocational Rehabilitation, The Association for Retarded Citizens, Monroe Developmental Center, and Association for the Blind and Visually Impaired;

Conducts follow-up studies on students completing Special Education;

Secures work arrangements with industry and businesses for students enrolled in the Special Work experience and training program at the Occupational Center;

Prepares and maintains a student folder in conjunction with each referral;

Trains and assists in the development of training programs for Special Education and Occupational Education Staff members.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the job market and employment requirements in the general work community; good knowledge of the vocational needs of people with disabilities; working knowledge of the community agencies serving people with disabilities; ability to provide vocational counseling to students; ability to secure appropriate work situations for people with disabilities; ability to provide vocational counseling to students; ability to administer and interpret standardized measures in academic areas; ability to plan and provide situational assessment activities related to vocational aptitudes designed for individuals with disabilities; ability to assess potential for work and social adjustment including attitudes, work speed, emotional reactions, judgment and distractibility; ability to prepare a comprehensive evaluation report for vocational instructional plan which may include special education resources, work training experiences,

work experience placements and/or support services to prepare for employment opportunities; ability to provide instructional assistance to teachers and develop individual vocational plans for students; ability to secure individual educational programs; ability to establish and maintain effective professional relationships with students, educational and community agencies; ability to prepare and maintain simple reports and records; ability to develop and implement training programs for education staff; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Six (6) years of paid full-time or its part-time equivalent experience as an employment specialist or job counselor working with people with disabilities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Services,* plus four (4) years of experience as described in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services,* Sociology, Psychology, Social Work, plus two (2) years of experience as described in (A); OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years of experience as described in (A); OR,
- (E) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

***Human Service** degrees involve coursework designed to prepare individuals to enhance and increase the well-being of society and the individuals it comprises. The course of study must clearly focus upon giving the student the knowledge and capacity to deal with people in need of support services. It includes the "helping professions" such as social work, psychology, gerontology and vocational and/or psychological counseling.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 19, 1987

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