

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ADMINISTRATIVE CONSULTANT VOC REHAB 1

DEFINITION

This job classification is used only by the Department of Education, Division of Vocational Rehabilitation Services.

Performs professional level speech language pathology work evaluating claims for disability benefits administered by the Social Security Administration and participates, as defined in applicable federal regulations, in the determination of whether an individual is under a disability; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Examines medical and school records, speech and language testing results to determine if a medically determinable speech, language or communication impairment exists as demonstrated by medically acceptable clinical and laboratory techniques.

Determines if a speech, language or communication disorder meets or equals the Listings of Impairments (disorders and associated objective and functional findings that are considered severe enough to prevent a person from doing substantial gainful activity, or in the case of children, produce marked and severe functional limitations) in the Code of Federal Regulations.

In child disability claims, determines the degree of functional impairment due to speech, language and communication disorders; functional impairment is assessed within functional domains (e.g., acquiring and using information, interacting and relating to others) on a scale of no limitation to extreme; prepares written rationale for the assessment, citing specific evidence in the file to support the assessment.

In adult claims, determines the degree of functional impairment due to speech, language and communication disorders; explains in writing how work-related activities are impacted and supports the assessment with specific evidence in the file; findings are incorporated by a psychologist or physician into the residual functional capacity (RFC) assessment (an administrative finding of fact that describes the maximum work activities the applicant can perform; the RFC must be considered expert opinion evidence at administrative law judge and Appeals Council levels of administrative review).

Makes a finding of credibility of an applicant's statements about functional limitations that result from speech, language, and communication disorders; prepares a written explanation of the findings citing specific reasons supported by the evidence, the weight that was given to the applicant's statements and the reasons for that weight to make the finding sufficiently clear to subsequent reviewers.

May contact applicant's treating/examining medical source(s) (e.g., another Speech and Language Pathologist, doctor, psychologist) to obtain updated or missing information or resolve inconsistencies between a source's report and other evidence in the file.

Provides advice to disability examiners about speech, language and communication disorders in general or in a specific case; interprets diagnostic speech and language tests.

COMPETENCIES REQUIRED

Knowledge of the practice of speech and language pathology and its relationship to the Social Security disability program.

Knowledge of speech and language diseases, symptoms, and treatments and their affects on an individual's ability to perform work-related or, in the case of children, age-appropriate activities.

Knowledge of the administrative and legal requirements of the Social Security program regarding the role and work product of a speech and language consultant.

Ability to exercise judgment in evaluating claims for benefits based on professional expertise in speech language pathology and the legal requirements of the Social Security disability program.

Ability to write professional assessments and rationales in an understandable manner.

Ability to work and communicate effectively with disability examiners and other staff in a team environment.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to two years of full-time work as a speech/language pathologist.

NECESSARY SPECIAL REQUIREMENTS

Licensure as a speech and language pathologist in the State of Iowa as issued by the Iowa Department of Public Health, Iowa Board of Speech Pathology and Audiology;

OR

licensure as a Speech and Language Pathologist in the State of Iowa as issued by the Board of Educational Examiners Licensing Board.

Effective Date: 08/15 KF