

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

---

---

**REHABILITATION COUNSELOR SPECIALIST**

---

---

**DEFINITION**

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

Functions as a staff specialist in one or more special service areas, and provides counseling and comprehensive rehabilitation services which include the design and implementation of individualized rehabilitation programs to assist physically and mentally disabled citizens in finding and retaining suitable employment; performs other related duties 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**

Interviews applicant, parents, or advocates, and contacts other sources such as schools, hospitals, and employers to procure medical, psychological, social, personal adjustment, and educational information; explains rights, responsibilities and sequence of services to clients.

Analyzes diagnostic information and functional limitations of physical, mental and emotional disabilities in relationship to applicants' personal and vocational adjustment using federal and state regulations to determine the eligibility of applicants; informs ineligible applicants of denied services and appeal rights.

Determines if limitations caused by a physical, mental or emotional disability create a substantial vocational handicap by analyzing functional limitations, assessing diagnostic information, and utilizing a variety of source materials.

Develops an individual written rehabilitation program with a client by identifying objectives, services needed to support the objectives, and methods to review progress in the program, and authorizing services, equipment or supplies as necessary.

Counsels clients to increase their understanding of themselves and vocational options to effect positive vocational adjustment.

Facilitates job placement of clients by finding and developing job openings, teaching job seeking skills, encouraging employers to use job incentives, and by coordinating placement with other service programs.

Serves as a resource person in providing direct rehabilitation services to certain categories of disabled clients and may provide expert consultation to agency staff or management in assisting them to provide services for such clientele; provides specific liaison with special settings because of unique knowledge or abilities as needed.

Promotes agency services and resources by providing information to various community resources through personal contacts, written communication, radio spots, speeches, news articles, and workshops.

**COMPETENCIES REQUIRED**

Knowledge of theories, principles and techniques of counseling, vocational rehabilitation, and related therapy including interviewing skills and techniques and individual appraisal instruments.

Knowledge of medical information, pharmaceuticals including prescription drugs and their effect, the therapies, prosthetics, orthotics, and other services designed to remove or ameliorate the effects of disability.

Knowledge of the social, physical and psychological aspects of human behavior and disability as related to personal, social and vocational adjustment.

Knowledge of community and financial resources, including guidelines, regulations, conditions under which services are made available to rehabilitation clients, and current employment incentives.

Knowledge of a variety of federal laws and regulations such as Social Security, vocational rehabilitation, workers' compensation, child labor laws, and minimum wage provisions.

Knowledge of current rehabilitation research and practices with regard to special disability categories serving special target populations or special areas of program development.

Ability to plan and carry out work independently within established guidelines.

Ability to understand and develop effective helping relationships with persons who are handicapped and who represent a wide range of socio- economic and cultural backgrounds.

Ability to gather, analyze and interpret pertinent information and subsequently evaluate personal characteristics, capabilities and interest, etc. of a client.

Ability to maintain records and prepare reports as required.

Ability to establish and maintain effective working relationships with peers, supervisors, a variety of professionals, and the general public.

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, 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**

Master's Degree in rehabilitation counseling, counseling and guidance, or closely related major emphasis, and three years of experience performing professional vocational rehabilitation counseling services;

OR

graduation from an accredited college or university with a major emphasis in human service-oriented sciences which provide a knowledge of the theories, principles, and techniques of counseling, and 24 hours or more graduate work in counseling and the equivalent of four years of experience performing professional vocational rehabilitation counseling services.

#### **NOTE:**

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective Date: 08/15 KF