

**STATE OF ARIZONA JOB CODE SPECIFICATION**

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38439</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRRREHAB</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>13</b>
<b>Workers Comp Code:</b>	<b>8835</b>		

<b>Job Code Established:</b>	<b>06/15/94</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>09/02/00</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Vocational Evaluation Series

**JOB CODE TITLE:** REHABILITATION SERVICES TECHNICIAN

**HRIS TITLE:** REHABILITATION SVCS TECH

**CHARACTERISTICS OF THE CLASS:** Works under close supervision and guidance of a first-line supervisor, rehabilitation program representative or other professional staff person, learning to apply rehabilitation theories and exercising some independent judgment on routine tasks. Has the authority to collect assessment information necessary for counselor to determine applicant eligibility; to monitor client progress; to input client data into automated information system; for community education and outreach activities - all in conjunction with supervisor(s) and more independently as experience is gained. Performs paraprofessional support duties assisting professional rehabilitation team members to provide rehabilitation and independent living services to individuals with disabilities. Provides information to clients, advocates, family members and community representatives and performs other outreach activities; participates in office orientation sessions; collects information for the intake process; utilizes the agency automated information system; monitors client progress; collects current labor market information; may perform other special client related or administrative support assignments tailored to suit the needs of the specific office unit. Assigned duties will be commensurate with the individual's background and experience and will include extensive on-the-job training.

Work product consists of appropriate referrals as a result of community outreach activities; timely data collection necessary for counselor assessment and evaluation; clear, concise case notes and MIS documentation; clients placed in employment situations and/or functioning independently in their communities; information provided clients, service providers, community representatives, advocates and employers. Responsible for the quality of work products, accurate and timely completion of work processes.

**EXAMPLES OF DUTIES:** Integrated into work routine or in time set aside for training, acquires knowledge and skills needed for advancement to entry level worker in the work system. Attends periodic workshops or training sessions to improve working knowledge and skills, including theories of rehabilitation, independent living philosophy, and medical and psycho-social aspects of disability. Interviews applicant to gain intake information and describes the rehabilitation services program. Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies or outside individuals or groups. Collects or arranges for medical, psychological and/or other examinations, as appropriate; records information for counselors and other team members. Prepares and maintains case records using the agency automated information system; documents client and employer contacts. Informs clients of available resources in the community that will provide additional assistance in terms of support, rehabilitation and independent living services. Confers with supervisor, other staff members, specialists, consultants and members of the rehabilitation team; elevates client problems and attends staffings when counselor is unavailable. Researches costs for client services and prepares letters and financial authorizations for counselors' signature. May assist counselor or other team members with job placement activities, including teaching job-seeking skills or providing post-employment follow-up services. Consults policies and procedures manual(s) in order to ensure that actions to be taken are in keeping with laws and regulations. Performs related work as required.

**WORK CONDITIONS:** Frequent contact with disabled persons; works under specified qualitative and quantitative case standards; may require frequent travel.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Federal and State laws, statutes, rules and regulations governing the provision of rehabilitation services to disabled persons; principles and practices of vocational rehabilitation and independent living; disabling conditions and medical terminology; disability sensitivity and awareness; resources available in the community and integration of services; case documentation requirements; policies and procedures established for the work system.

**Skill/Ability to:** observe and record behavior as it relates to potential employment or to independent living; assist with caseload management in an automated information system environment; solve problems and make decisions; communicate verbally and in writing; establish and maintain work relationships with disabled persons, team members, service providers, advocates, consultants and employers.