

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38441
Job Class Code:	770	Salary Schedule:	ASRRREHAB
EEO Category:	02	Grade:	16
Workers Comp Code:	8835		

Job Code Established:	01/01/85	Effective Date:	
Job Code Revised:	09/02/00	Effective Date:	

JOB CODE SERIES: Rehabilitation Programs Series

JOB CODE TITLE: REHABILITATION SERVICES SPECIALIST II

HRIS TITLE: REHABILITATION SVCS SPCT II

CHARACTERISTICS OF THE CLASS: Works under general supervision of a first-line supervisor, exercising discretion and independent judgment within policies and procedures established for the work system. Has the authority to make decisions on assessment information obtained, applicant eligibility, allocation and disbursement of funds, services contracted, plan development and implementation. Individual Written Rehabilitation Plans (IWRP) and case closures may require supervisory concurrence. Provides rehabilitation services to eligible disabled persons; interviews applicants; collects/orders medical/psychological/ vocational assessments; evaluates data as it pertains to employability/independent living; determines eligibility, develops rehabilitation plans with client involvement; contracts and commits funds for service, counsels clients; monitors client progress; utilizes the agency automated information system; maintains current knowledge of assistive technology and labor market trends; functions as liaison to community organizations and employers.

Work product consists of successfully rehabilitated individuals with severe disabilities; interviewed applicants; evaluated data; assessment documentation; purchased services and products; eligibility determinations; plans, case notes, records, reports, MIS documentation; empowered and counseled clients; clients placed in employment situations and/or functioning independently in their communities; information provided to 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: Interviews applicant for services, informs clients of rights and responsibilities and describes the rehabilitation services program. Collects or arranges for medical, psychological and/or other examinations, as appropriate; reviews and analyzes data to determine eligibility for services. Provides extensive counseling of a supportive nature to enhance clients' understanding of their disability and to elicit their participation in the development and implementation of a plan of service. Facilitates problem solving and decision making processes in coordination with client, using knowledge of rehabilitation, which results in the development of the individualized written rehabilitation plan (IWRP). Provides caseload management, including authorization of services, monitoring client progress, fiscal management and data input into agency automated information system. Provides employer services which address their employment needs and which provide job opportunities for clients. Participates as a member of a team with public and private agencies, institutions and community groups to achieve work system objectives.

Informs clients of available resources in the community that will provide additional assistance in terms of support, rehabilitation and independent living services. Confers with other staff members, specialists, consultants and members of the rehabilitation team, planning and determining course of action and reviewing client progress, as outlined in the IWRP. Writes reports detailing client progress and case actions taken; documents basis for decision making. Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies or outside individuals or groups. Consults policies and procedures manual(s) in order to ensure that actions to be taken are in keeping with laws and regulations. Attends professional seminars, meetings, conferences and training to ensure knowledge of

current laws, regulations and current practices and trends in the field of rehabilitation. Performs related work as required.

WORK CONDITIONS: Frequent contact with severely disabled persons; handles heavy workload combining client services with community/employer responsibilities; works under specified qualitative and quantitative case closure 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; functional limitations imposed by a variety of disabling conditions; community resources available and integration of services; budgeting, procurement and case documentation requirements; supportive counseling techniques to enhance client's understanding of his/her disability; qualifications and requirements for a wide range of occupations and labor market trends in the community; policies and procedures established for the work system.

Skill/Ability to: Interviewing to elicit information; counseling disabled persons to provide information, resolve problems, motivate and achieve predicted outcomes while protecting confidentiality and rights of the individual; medical/psychological/vocational data analysis, evaluation and interpretation; observing and interpreting behavior as it impacts potential employment and/or independent living; case management in an automated information system environment; problem solving and decision making; oral and written communication; interpersonal relations, as applied to contacts with disabled persons, service providers, advocates, consultants and employers; interview to elicit information; counsel disabled persons to provide information, resolve problems, motivate and achieve predicted outcomes while protecting the confidentiality and rights of the individual; interpret, analyze and evaluate medical/psychological/vocational data; observe and interpret behavior as it impacts potential employment and/or independent living; manage cases in an automated information system environment; solve problems and make decisions; communicate verbally and in writing; establish and maintain work relationships with disabled persons, service providers, advocates, consultants and employers.