**Universal Classification for Vocational Rehabilitation Counselor**

**Job Title:**  
Vocational Rehabilitation Counselor

**Job Definition:**  
A Vocational Rehabilitation Counselor assists individuals with disabilities in achieving their personal career and independent living goals through counseling, assessment, and support services. This role involves assessing clients' abilities, interests, and limitations, developing rehabilitation plans, coordinating services, and assisting with job placement and retention.

**Key Responsibilities:**

* Client Assessment and Counseling:  
  Conduct comprehensive assessments of clients' abilities, interests, skills, and limitations. Evaluate clients' medical, psychological, and vocational history to determine eligibility for services. Administer and interpret vocational assessments and aptitude tests. Provide individual and group counseling sessions to address employment-related issues.
* Rehabilitation Planning:  
  Develop individualized plans for employment (IPEs) based on assessment outcomes. Coordinate with medical professionals to understand clients' physical and mental conditions and their impact on employment.
* Service Coordination and Referral:  
  Arrange for necessary services such as physical therapy, job training, and educational programs. Refer clients to appropriate community resources and service providers.
* Job Placement and Development:  
  Assist clients in job search activities, including resume writing, job application, and interview preparation. Develop and maintain relationships with employers to create job opportunities for clients. Monitor clients' progress in their employment settings and provide support as needed.
* Case Management:  
  Maintain detailed records of clients' progress, services provided, and outcomes. Ensure compliance with state and federal regulations regarding vocational rehabilitation services.

**Minimum Qualifications:**

* Education:  
  Master’s degree in rehabilitation counseling, psychology, social work, or a related field: Required by 67% of job specifications.  
  Substitution: A Bachelor's degree from an accredited college or university in Rehabilitation Counseling or a related field plus two (2) years of relevant experience may substitute for the master’s degree requirement: Required by 33% of job specifications.
* Experience:  
  Relevant professional experience in vocational rehabilitation counseling or a related field.
* Certification:  
  Certification as a Rehabilitation Counselor (CRC) or eligibility to obtain certification may be required.
* Licensure:  
  Depending on the state, a professional counseling license may be required.

**Knowledge, Skills, and Abilities:**

* Knowledge:  
  Rehabilitation counseling principles and practices, federal and state regulations governing vocational rehabilitation services, and disability types and their impact on employment capabilities.
* Skills:  
  Strong interpersonal and communication skills, proficiency in conducting vocational assessments and interpreting results, and the ability to develop effective rehabilitation plans.
* Abilities:  
  Ability to relate to clients from diverse cultural and economic backgrounds, work collaboratively with other professionals and community agencies, and maintain detailed and accurate records.

**Typical Job Titles:**  
Vocational Rehabilitation Counselor, Rehabilitation Counselor, Rehabilitation Specialist, Vocational Counselor, Rehabilitation Counselor for Blind or Deaf

**Examples of Duties:**

* Entry-Level Counselor:  
  Receive intensive training in providing rehabilitation services. Perform initial client assessments under supervision. Develop basic rehabilitation plans and coordinate initial services.

**Universal Classification for Vocational Rehabilitation Counselor Trainee**

**Job Title:**  
Vocational Rehabilitation Counselor Trainee

**Job Definition:**  
A Vocational Rehabilitation Counselor Trainee undergoes a structured training program to gain practical experience and develop skills in vocational rehabilitation counseling. This role involves learning to assess clients' abilities, interests, and limitations, developing rehabilitation plans, coordinating services, and assisting with job placement and retention under supervision.

**Key Responsibilities:**

* Training and Development:  
  Participate in a structured training program that includes formal instruction and on-the-job training. Gain knowledge of federal and state regulations, policies, and procedures related to vocational rehabilitation.
* Client Assessment and Counseling:  
  Conduct supervised interviews to gather information on clients' interests, abilities, disabilities, and employment goals. Administer and interpret vocational assessments and aptitude tests under supervision. Provide individual and group counseling sessions to address employment-related issues.
* Rehabilitation Planning:  
  Assist in developing individualized plans for employment (IPEs) based on assessment outcomes. Learn to coordinate with medical professionals to understand clients' physical and mental conditions and their impact on employment.
* Service Coordination and Referral:  
  Arrange for necessary services such as physical therapy, job training, and educational programs under guidance. Refer clients to appropriate community resources and service providers.
* Job Placement and Development:  
  Assist clients in job search activities, including resume writing, job application, and interview preparation. Develop and maintain relationships with employers to create job opportunities for clients. Monitor clients' progress in their employment settings and provide support as needed.
* Case Management:  
  Maintain detailed records of clients' progress, services provided, and outcomes. Ensure compliance with state and federal regulations regarding vocational rehabilitation services.

**Minimum Qualifications:**

* Education:  
  Bachelor’s degree: Required by 65% of job specifications.  
  Master’s degree: Required by 35% of job specifications, especially for advanced counseling roles.
* Experience:  
  Relevant professional experience in counseling, social services, or a related field is preferred but not required. Experience with individuals with disabilities is highly desirable.
* Certification:  
  No certification required at the trainee level.
* Licensure:  
  Depending on the state, a professional counseling license may be required upon completion of the training program.

**Knowledge, Skills, and Abilities:**

* Knowledge:  
  Basic principles and practices of vocational rehabilitation counseling, federal and state regulations governing vocational rehabilitation services, and disability types and their impact on employment capabilities.
* Skills:  
  Strong interpersonal and communication skills, basic proficiency in conducting vocational assessments and interpreting results, and the ability to assist in developing effective rehabilitation plans.
* Abilities:  
  Ability to relate to clients from diverse cultural and economic backgrounds, work collaboratively with other professionals and community agencies, and maintain detailed and accurate records.

**Typical Job Titles:**  
Vocational Rehabilitation Counselor Trainee, Rehabilitation Counselor Intern, Rehabilitation Specialist Trainee, Vocational Counselor Intern, Rehabilitation Counselor Trainee for Blind or Deaf

**Examples of Duties:**

* Entry-Level Counselor (Trainee):  
  Receive intensive training in providing rehabilitation services. Perform initial client assessments under supervision. Develop basic rehabilitation plans and coordinate initial services.

**Universal Classification for Vocational Rehabilitation Assistant**

**Job Title:**Vocational Rehabilitation Assistant

**Job Definition:**  
A Vocational Rehabilitation Assistant provides technical and administrative support in the delivery of vocational rehabilitation services. The role includes assisting vocational rehabilitation counselors and related staff in helping clients with disabilities achieve gainful employment. Responsibilities range from entry-level learning to advanced lead duties depending on the level within the classification series.

**Key Responsibilities:**

* Training and Development:  
  Participate in a structured training program that includes formal instruction and on-the-job training.
* Client Assessment and Counseling:  
  Conduct supervised interviews to gather information on clients' interests, abilities, disabilities, and employment goals. Administer and interpret vocational assessments and aptitude tests under supervision. Provide individual and group counseling sessions to address employment-related issues.
* Rehabilitation Planning:  
  Assist in developing individualized plans for employment (IPEs) based on assessment outcomes. Learn to coordinate with medical professionals to understand clients' physical and mental conditions and their impact on employment.
* Service Coordination and Referral:  
  Arrange for necessary services such as physical therapy, job training, and educational programs under guidance. Refer clients to appropriate community resources and service providers.
* Job Placement and Development:  
  Assist clients in job search activities, including resume writing, job application, and interview preparation. Develop and maintain relationships with employers to create job opportunities for clients. Monitor clients' progress in their employment settings and provide support as needed.
* Case Management:  
  Maintain detailed records of clients' progress, services provided, and outcomes. Ensure compliance with state and federal regulations regarding vocational rehabilitation services.

**Minimum Qualifications:**

* Education:  
  High school graduation or equivalent: Required for entry-level positions.  
  Relevant higher education (Associate's or Bachelor's degree): Preferred for advanced positions.
* Experience:  
  Relevant professional experience in clerical, administrative, or human services roles is preferred but not required for entry-level positions. Experience with individuals with disabilities is highly desirable.
* Certification:  
  No certification required at the entry-level.
* Licensure:  
  A valid driver’s license may be required depending on the specific role and location.

**Knowledge, Skills, and Abilities:**

* Knowledge:  
  Basic principles and practices of vocational rehabilitation, federal and state regulations governing vocational rehabilitation services, and disability types and their impact on employment capabilities.
* Skills:  
  Strong interpersonal and communication skills, basic proficiency in conducting vocational assessments and interpreting results, and the ability to assist in developing effective rehabilitation plans.
* Abilities:  
  Ability to relate to clients from diverse cultural and economic backgrounds, work collaboratively with other professionals and community agencies, and maintain detailed and accurate records.

**Typical Job Titles:**  
Vocational Rehabilitation Assistant 1, Vocational Rehabilitation Assistant 2, Vocational Rehabilitation Assistant 3, Rehabilitation Technician, Rehabilitation Case Aide, Rehabilitation Services Associate

**Examples of Duties:**

* Entry-Level Assistant (Vocational Rehabilitation Assistant 1):  
  Perform initial client assessments under supervision. Develop basic rehabilitation plans and coordinate initial services.