Nebraska Department of Education
Classification Specification
Established: 7/03 Revised: 6/14

Job Code: EDB605/EDR605/EDO605
Paygrade: 45

VR Rehabilitation Specialist

Purpose of Class: Facilitates and supports clients in overcoming barriers to employment; interacts with clients with disabilities and responds to their individual needs, which may include approving employment outcomes; finalizing and approving Individualized Plans for Employment (IPEs) and amendments to IPEs; approving IPE annual reviews; determining eligibility, priority group, and recording basis for eligibility, priority group, IPE, and employment outcome determinations and approvals.

Distinguishing Characteristics

Level: First in a series of two

Work Direction Received: Works under general/limited supervision

Direction of Others: None

Scope/Nature of Discretion: General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

Examples of Duties

Determines client eligibility through analysis of medical and psychological reports; analyzes social, education, and vocational history/interests to determine a reasonable job goal and plan for employment.

Records annual review of special sub-minimum wage employment, basis for extension of time to determine eligibility, basis for termination of VR services for reasons other than ineligibility, trial work experience periodic assessment plan.

Approves employment outcomes; finalizes and approves Individualized Plans for Employment (IPEs) and amendments to IPEs; approves IPE annual reviews; determines eligibility, priority group, and records basis for eligibility, priority group, IPE, and employment outcome determinations and approvals.

Provides client orientation; responds to basic questions about vocational rehabilitation; arranges and schedules community supports, including transportation, housing, and child care.

Assists clients in developing resumes and completing job applications; provides short-term job coaching; provides skill training using standard curriculum and materials; arranges job shadowing experiences and informational interviews.

Analyzes and synthesizes client medical, demographic, and employment information; analyzes client strengths and barriers; assesses independent living skills; conducts job site analysis; makes appropriate referrals to community resources.

Examples of Duties (continued)

Provides benefit analysis and Employment Success Skills (ESS) training; provides independent living skills training, individualized planning, and IPE development.

Provides information about jobs and their requirements and job development activities to identify employment opportunities; provides job placement and retention assistance and Job Seeking Skills (JSS) training.

Participates in client staffings; provides follow-up monitoring with clients relative to college process and job searches, Employment Warranty (EW) monitoring and employment follow-up; conducts initial interviews with clients; provides career, disability, and personal adjustment counseling.

Participates in VR and NDE committees, work groups, and task forces.

Provides rehabilitation engineering services and technology use training; provides tax credit information and technical assistance to employers; records outcomes of completed direct team activities.

Develops and manages partnerships with employers, referral sources, and schools; develops employer work sites and presents information about VR to community groups; provides disability training to community partners.

Provides transition services to students with disabilities.

Maintains regular and reliable attendance.

Minimum Qualifications

Master's degree with emphasis in one of the following areas: Vocational Rehabilitation Counseling, Counseling and Guidance, or other related counseling programs. For statutory reasons no substitutions are allowed for this classification.

Knowledge and Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software necessary to carry out job responsibilities
- Office management principles, methods, and procedures
- Technical program knowledge and standard practices and procedures
- Federal and state laws and regulations impacting job responsibilities
- Human behavior, disabilities, and the world of work
- Established policies, procedures, practices of VR Division and NDE
- Counseling techniques

Abilities

- Interact with persons having significant disabilities
- Communicate orally and in writing with agency staff and the public

Abilities continued

- Establish and maintain effective working relationships
- Understand, interpret, and apply rules, administrative policies, and program guidelines
- Locate and summarize information from files and documents
- Maintain the confidential nature of information
- Prepare a variety of internal reports and documents
- Convey technical information to individuals with varying levels of knowledge
- Collect and analyze facts and draw proper conclusions to recommend solutions
- Identify and interpret program requirements, policies, and regulations to provide guidance and advice
- Perform program work with limited supervision
- Make decisions and solve problems
- Counsel clients regarding job goals and plans for employment