LINN COUNTY CLASSIFICATION

TITLE: **VOCATIONAL COUNSELOR**
NUMBER: **783**
PAY RANGE: **16**
CATEGORY: **OPEU**

APPROVAL ORDER NUMBER: 2001-226
DATE: May 9, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide professional vocational rehabilitation, including vocational assessments and evaluations, plus vocational choice, work adjustment and motivation counseling. Duties also include job development, job placement, mental health assessments, case management, individual, group, and family therapy, community consultation, and close collaboration with other agencies. Provide clinical and vocational consultation to other clinicians and mental health counseling to clients with severe and persistent mental illness.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or a Supervising Mental Health Specialist. A person in this classification is expected to work effectively in a highly independent manner.

SUPERVISION EXERCISED: Employees in this classification are not expected to provide formal supervision that includes performing employee performance evaluation and employee discipline. Employees in this classification may be assigned to provide functional and technical supervision, training and consultation to employees in the Job Coach, Community Skills Trainer or other paraprofessional classifications.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform vocational rehabilitation services including vocational assessments, vocational choice and motivation counseling, job development, job placement and work adjustment counseling. Provide counseling and coaching for work readiness and job performance, including on-worksite client observation.

2. Develop work adjustment plans, with activities and/or interventions designed to facilitate client employment and work retention.

3. Perform mental health assessments, develop treatment plans and provide case management, consultation, individual, group and family therapy.

4. Maintain appropriate clinical records.

5. Provide leadership and represent the Department at interagency vocational rehabilitation staff meetings.

6. Provide orientation, education, technical assistance, and consultation to other service providers.

7. Provide information to prospective clients and the general public about the vocational and

other services available through this Department and by other community agencies.

8. Provide client services and complete documentation of the services provided in accordance with Department policies and Oregon Administrative Rules.

9. Develop and coordinate prevention activities among State, County, school, and private agencies.

10. Provide after-hours emergency crisis intervention services to individuals and consultation and support in crisis situations to other community agencies.

11. Provide pre-commitment investigations of persons alleged to be mentally ill and recommend to the court whether a civil commitment hearing is warranted.

12. Perform court-ordered commitment examinations, when properly certified by the State Mental Health and Developmental Disability Services Division.

13. Provide a broad clinical array of services to a wide variety of clients with no on-site supervision.

14. Develop and maintain effective, harmonious, and reasonable work relationships with others.

15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

16. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of community-based mental health, chemical dependency, or developmental disability services. Advanced knowledge of vocational rehabilitation principles and practices and treatment strategies. Considerable knowledge of the functions of other vocational, health, social service, education, and employment agencies. Ability to learn and comply with the Oregon Revised Statutes, Oregon Administrative Rules, Department policies, and other regulations that apply to the program area to which assigned.

Professional level skills in performing vocational rehabilitative services, client evaluations, counseling, and case management or prevention strategies. Ability to conduct thorough client interviews and evaluations and to interpret correctly and effectively communicate the information. Demonstrated ability to exercise sound clinical judgment in appraising complex situations and ability to develop comprehensive individualized vocational rehabilitation and mental health treatment plans. Ability to develop appropriate supportive relationships with assigned clients. Ability to write clear and concise reports and client evaluations. Ability to develop and maintain effective working relationships with peers, supervisors, and professionals in related disciplines. Ability to use word processing and other computer skills as required by the position.

EXPERIENCE, EDUCATION, AND TRAINING: Master's degree in psychology, social work, counseling, vocational rehabilitation or related field is required. Two years post Master's Degree supervised experience in a similar position is required.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license and an acceptable driving record at the time of appointment may be a condition of employment. Certain assignments may require certification by the State Mental Health and Disability Services Division or the State Office of Alcohol and Drug Abuse Programs, following appointment. Certification as a Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, job sites, client homes, and/or schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency, or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop, use hands to handle or operate objects, tools, or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.