

## **Rehabilitation Counselor**

### **SUMMARY OF DUTIES**

The Rehabilitation Counselor, under supervision, is responsible for coordinating the service activities, integrating components of the rehabilitation service plan and monitoring implementation against specified objectives; provides direct services as specified in service plan, and performs other related duties as assigned.

### **REPORTING RELATIONSHIP**

Reports to Senior Rehabilitation Counselor

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **Direct Services**

- Organizes and conducts team meeting to make recommendation to Senior Rehabilitation Counselor on individuals receiving services (“individuals”) appropriateness for services and level and type of care.
- Assures that assessment of individual functioning and potential for vocational, social and daily living skills is carried out to identify individual needs, including social network, and supportive services needs.
- Coordinates with MSCs (Medicaid Service Coordinators), family and care providers to assess and determine services and to develop specific service plan; may perform evaluation duties, as necessary.
- Collects previous assessment data from other agencies, as necessary.
- Based on assessment, develops specific service plan for individuals needing social and vocational training, including priorities, objectives, methods, techniques, time frames, alternatives, determination of supportive services required and extent of social network.
- Provides direct services as indicated in specific service plan including individual and group counseling, supportive and behavioral consultation to individual’s family for referral and linkage; work related skill development and activities of daily living skills.
- Determines need for additional services outside the Agency in consultation with Senior Rehabilitation Counselor Services and provides recommendations for referral and linkage to other services as needed.
- Provides assessment data and records to other agencies, as requested, and gives signed consents, assuring adherence to confidentiality, regulations and policies.
- Maintains required service, statistical and administrative records for assigned individuals, including semi-annual production rates and earnings in accordance with Agency and regulatory standards.

- Participates in staff meetings, group conferences and in-service training and community educational activities.
- Participate in the intake process of new referrals.

### **Case Management**

- Schedules and participates in multi-disciplinary meetings and participates in initial, annual, semi-annual or as needed Individual Service Plan (“ISP”) meetings and maintains communication with family, care providers, ACCES - VR counselors, MSCs and other service and care providers as applicable to individual’s service plan.
- Develops and regularly assesses rehabilitation service plan and progress through program observation and team meetings in order to reach decision on revision of service plan, intervention strategies, termination of service, or referral to other program, for approval by Senior Rehabilitation Counselor Services.
- Recommends assignment of rehabilitation programs based on general service plan, for approval by Senior Rehabilitation Counselor Services, consistent with individual’s ISP.
- Reviews ISP, vocational, pre-vocational and ACCES-VR sponsored plans and integrates all components in rehabilitation services plan, including skill acquisitions, staff supports, methods, time frames, and alternatives.
- Recommends to Production Supervisor/Habilitation Specialist the appropriate level and type of activities based on service plan.
- Implements skill acquisitions and staff supports according to the individual’s valued outcomes as indicated in the ISP.
- Works with Production Supervisors and Habilitation Specialist to monitor implementation of rehabilitation service plan, revises service plan as needed and monitors implementation of all service activities for assigned individuals.
- Provides in a timely manner, all documentation for Pre/Voc, and Day Habilitation programs in accordance with Agency and regulatory requirements, including case notes as events occur, monthly notes, program plans and safeguards.
- In conjunction with the Cantalician Adult Services Nurse obtains all necessary medical documentation annually and updates as needed to ensure safety and welfare of individual and documents and implements appropriate safeguards. In addition requests and obtains all pertinent follow-up reports for procedure and/or referred consultation.
- Meets with and may provide consultation to Production Floor Supervisor/Habilitation Specialist regarding performance, progress, concerns and individual skill development.
- In Conjunction with the Records Clerk, maintains individual case files for assigned individuals and documents individual’s work and program performance including productivity, skill development, ADLs, behavioral, social and personal concerns. Assures records are kept current for ISPs, medical, Pre/Voc, Day Habilitation, and other services.

- Assists Senior Rehabilitation Counselor in establishing and maintaining working relationships with community services, referral agencies, and support services in order to assure the provision of comprehensive, appropriate, person-centered services to individuals.
- Coordinates with Community Based Services Coordinator to develop a referral packet to ACCES-VR or ESEMP.
- Provides other coverage, help and assistance as needed.
- Participates in Safety Committee and Cantalician Council as required.
- Participates in professional development, community and inter-agency committees to remain current on changing trends and program requirements.
- Consistently complies with all Agency policies and procedures.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, individuals and outside agencies.
- Performs other duties as assigned.

## **SKILLS & ABILITIES**

- Good organizational skills
- High level of interpersonal skills
- Ability to work independently within the community
- Possess good time management skills
- Ability and desire to work as part of an interdisciplinary team
- High level of written and oral communication skills
- Knowledge of behavioral techniques and developmental disabilities to assist in the care of individuals
- Knowledge of current literature and trends related to the profession
- Knowledge of computer and ability to utilize word processing programs
- Familiarity with applicable standardized/non-standardized tests and assessment tools
- First Aid and SCIP training will be provided upon hire

## **EDUCATION & TRAINING**

Preferred: Master's Degree in Social Work, Psychology, Rehabilitation Counseling or other closely related developmental disabilities or human services field, PLUS one year full-time paid direct service experience with developmentally disabled adults.

Minimum: Bachelor's Degree in Social Work, Psychology, Rehabilitation Counseling, Special Education or other closely related developmental disabilities field, PLUS three years full-time paid direct service experience with developmentally disabled adults.

Valid New York State Driver's License in good standing. Means of reliable transportation is required to attend off-site meetings throughout the day.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

**PHYSICAL DEMANDS**

On-the-job time is spent in the following physical activities Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand		X		
Walk		X		
Sit			X	
Talk or hear				X
Use hands or fingers, handle or feel				X
Push//Pull		X		
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms		X		
Stair climbing		X		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.			X	
Up to 25 lbs.			X	
Up to 50 lbs.			X	

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure. Multi-task

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**WORK ENVIRONMENT**

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	
Work near moving mechanical equipment			X	

The typical noise level for the work environment is: Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department staff

**REPETITIVE MOTION ACTIONS**

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7+
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both			X		

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X