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**NASSAU COUNTY**

**Title : VOCATIONAL REHABILITATION  
COUNSELOR**

**SCHOOL DISTRICTS**

**Code: 220175 MIP**

**CLASS SPECIFICATION**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Researches, develops, and implements programs for the vocational rehabilitation of students with physical and/or mental handicaps; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of independent judgment in the assessment and career counseling of handicapped students.

**TYPICAL DUTIES**

- \*1. Interviews and evaluates handicapped students to identify areas requiring counseling.
- \*2. Determines suitable occupational opportunities consistent with student's desires, aptitude, and physical/mental limitations.
- \*3. Assists in the development of individual educational plans for handicapped students.
- \*4. Provides counseling services designed to encourage and support the disabled student.
- \*5. Confers and works with professional personnel, professional organizations, and parents of the handicapped student.
- \*6. Prepares case records and reports.
- \*7. May promote and develop job openings to place handicapped students in employment.
  8. May arrange for appropriate medical, psychological, vocational, and other diagnostic evaluations.
- \*9. Visits sites to counsel students at places of employment.

**\*ADA ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of vocational rehabilitation casework principles and methods.
2. Considerable knowledge of individual and group behavior of the physically or mentally disabled.
3. Considerable knowledge of current educational, social, economic, and health programs in vocational rehabilitation.
4. Knowledge of the more common physical and mental illnesses and handicaps.
5. Knowledge of the skills, abilities, and physical demands of a wide variety of occupations.
6. Ability to express oneself effectively, both orally and in writing.
7. Ability to establish and maintain effective working relationships with associates

and students.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience**

1. Master's Degree from a regionally accredited or New York State registered college or university in rehabilitation counseling, including a supervised internship;  
or
2. Bachelor's Degree from a regionally accredited or New York State registered college or university  
and  
Two years of satisfactory experience in the field of vocational counseling or vocational rehabilitation.

**NOTE:** Graduate credit toward the Master's degree in Rehabilitation Counseling may be substituted for the above-described experience in increments of 12 credits equaling 6 months' experience, up to a maximum of 18 months' substitution.

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