



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

REHABILITATION COUNSELORS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Rehabilitation Counselors-B	G1015B	55	
Rehabilitation Counselors-O	G1015O	60	
Rehabilitation Counselors-A	G1015A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Counsel individuals to maximize the independence and employability of persons coping with personal, social and vocational difficulties that result from birth defects, illness, disease, accidents or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training and job placement.

Nature of Work

Rehabilitation counselors help people deal with the personal, social, and vocational effects of disabilities. They counsel people with both physical and emotional disabilities resulting from birth defects, illness or disease, accidents, or other causes. They evaluate the strengths and limitations of individuals, provide personal and vocational counseling, offer case management support, and arrange for medical care, vocational training, and job placement. Rehabilitation counselors interview both individuals with disabilities and their families, evaluate school and medical reports, and confer with physicians, psychologists, employers, and physical, occupational, and speech therapists to determine the capabilities and skills of the individual. They develop individual rehabilitation programs by conferring with the client. These programs often include training to help individuals develop job skills, become employed, and provide opportunities for community integration. Rehabilitation counselors are trained to recognize and to help lessen environmental and attitudinal barriers. Such help may include providing education, and advocacy services to individuals, families, employers, and others in the community. Rehabilitation counselors work toward increasing the person's capacity to live independently by facilitating and coordinating with other service providers.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in the provision of vocational rehabilitation services to individuals with disabilities; assist in the coordination of client services; maintain relationships with appropriate agencies; assist in the implementation of vocational plans and placements;

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conduct and document initial client interviews; and maintain interaction between the agency and the client.

Recommended Education and Experience for Full Performance

Master Degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work, and/or Special Education and one (1) year of direct experience in a Vocational Rehabilitation setting.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work and/or Special Education with no experience required.

Operational

- Employees in this Role counsel mentally, socially and/or physically disabled persons and develop education, training, physical therapy, and job placement plans for their vocational rehabilitation.
- Employees determine eligibility of applicants for vocational rehabilitation; review treatment plans; and confer on medical aspects of cases with medical consultants to obtain a better understanding of the client's physical capabilities in relation to vocational potential.

Recommended Education and Experience for Full Performance

Master Degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work, and/or Special Education and one (1) year of direct experience in a Vocational Rehabilitation setting.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work and/or Special Education with no experience required.

Advanced

- Employees in this Role provide counseling in the most complex cases or serves as program coordinator of a specialized program unit; provide guidance and counseling to cases which involve a wide variety of complex rehabilitation problems; concentrate on specialized caseloads; maybe responsible for budget management within the district; and participate in program policy formulation and promotion which have statewide implications.

Recommended Education and Experience for Full Performance

Master Degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work, and/or Special Education and one (1) year of direct experience in a Vocational Rehabilitation setting.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Vocational Rehabilitation, Sociology, Psychology, Guidance and Counseling, Social Work and/or Special Education with no experience required.

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Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of

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alternative solutions, conclusions or approaches to problems.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Time Management — Managing one's own time and the time of others.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Instructing — Teaching others how to do something.

Statutory Requirements:

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.