

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

VOCATIONAL REHABILITATION COUNSELOR
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located within the Department of Workforce Development, Division of Vocational Rehabilitation that perform professional level vocational rehabilitation counseling as defined in Chapter 457, Wis. Stats. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions in this classification provide professional counseling specific to vocational rehabilitation services, determine eligibility of applicants to receive vocational rehabilitation counseling, and provide guidance in making vocational adjustments. Positions allocated to the Counselor level, must possess at minimum a Master’s degree in professional counseling or related field and certification as a Licensed Professional Counselor as outlined by the Department of Safety and Professional Services. In accordance with Chapter 457, Wis. Stats., "Professional counseling" means applying a combination of human development, rehabilitation and either psychosocial or psychotherapeutic principles, procedures or services that integrate a wellness, pathology and multicultural model of human behavior in order to assist an individual, couple, family, group of individuals, organization, institution or community to achieve mental, emotional, physical, social, moral, educational, spiritual, vocational or career development and adjustment through the life span of the individual, couple, family, group of individuals, organization, institution or community. Positions allocated to this classification must meet the statutory definitions of professional as defined in s. 111.81(15) Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definitions of professional as defined in s. 111.81 (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that perform Vocational Rehabilitation Counselor duties but have not yet obtained their certification as a Licensed Professional Counselor from the Department of Safety and Professional Services and are more appropriately classified as Vocational Rehabilitation Counselor-in-Training.
4. Positions that do not require licensure as a professional counselor, as outlined by the Department of Safety and Professional Services.
5. Positions that are engaged in the performance of social work as defined in s. 457, Wis. Stats., a majority of the time and are more appropriately classified as Social Worker.
6. Positions that are engaged in the provision of psychotherapeutic counseling activities a majority of the time and are more appropriately classified as Psychological Associate, -Chapter 980 or Psychologist-Licensed, -Chapter 980.
7. Positions that are engaged in the provision of physical, occupational, speech/language, recreational, music, or pre-vocational therapy activities within an institution a majority of the time and are more appropriately classified as Physical Therapist, Occupational Therapist, Speech/Language Pathologist, Audiologist or Therapist.
8. Positions that are engaged in the provision of coordinating the regional outreach services for blind and visually impaired persons a majority of the time, do not require certification as a Professional Counselor by the State of Wisconsin, and are more appropriately classified as Rehabilitation Specialist for the Blind.
9. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees who have already obtained their certification as a Licensed Professional Counselor at the time of appointment may enter this classification by competition. Employees who are in the Vocational Rehabilitation Counselor-In-Training may have their positions reallocated to the Vocational Rehabilitation Counselor level upon attainment of the Licensed Professional Counselor license. The advanced level is obtained only through a competitive process.

II. DEFINITION

VOCATIONAL REHABILITATION COUNSELOR

This is the objective level for this series, and positions allocated to this classification, must possess at minimum a Master's degree in professional counseling or related field and certification as a Licensed Professional Counselor as outlined by the Department of Safety and Professional Services. Positions allocated to this classification provide counseling and advice to clients throughout the rehabilitation process including evaluation of pertinent information concerning applications for vocational rehabilitation services. Positions plan, organize and implement a complete rehabilitation program for disabled persons that may include mental health services, physical restoration, purchase of and training for the use of prescribed prosthetic, orthopedic, and/or acoustical devices and the necessary vocational training. Positions make arrangements for securing needed medical and psychological diagnosis in order to evaluate the extent of disability and to construct plans for a program of possible remedial treatment. Positions establish and maintain cooperative working relationships with other agencies, work with and assist local officials and agencies in developing and furthering vocational rehabilitation programs and services, and may provide limited technical assistance to community organizations on vocational rehabilitation programs and practices. Counseling services may be provided to a full range of caseload variation or to a specialized caseload including, but not limited to, hearing impaired clients. Positions are responsible for providing vocational rehabilitation activities including assessing physically and mentally disabled persons through a process of counseling and guidance and assisting them in selecting, preparing for, and attaining the vocational adjustment affording the greatest social and economic satisfaction. Employees work under general supervision.

VOCATIONAL REHABILITATION COUNSELOR-ADVANCED

This is the advanced level for this series, and positions allocated to this classification provide advanced-level services including Clinical Practice supervision, which requires the employee to be a Licensed Professional Counselor (LPC) who has held the license for a minimum of 5 years, according to the requirements established and outlined by the Department of Safety and Professional Services. Positions coach new or experienced staff needing improvement on quality and/or numerical goal performance. Positions provide one-on-one consultation to new or experienced staff regarding difficult cases. The positions also mentor staff and conduct Quality Assurance case reviews. Positions provide feedback and coaching to staff, assist new employees with orientation on information technology software programs, Vocational Rehabilitation procedures and provide technical assistance. Positions assure dissemination and staff compliance with DVR directives, procedures, best practices, policy and guidance. Positions require solution-focused leadership to align staff practice with agency goals and priorities.

Positions allocated to this classification also provide counseling and advice to clients throughout the rehabilitation process including evaluation of pertinent information concerning applications for vocational rehabilitation services. Positions plan, organize and implement a complete rehabilitation program for disabled persons that may include mental health services, physical restoration, purchase of and training for the use of prescribed prosthetic, orthopedic, and/or acoustical devices and the necessary vocational training. Positions make arrangements for securing needed medical and psychological diagnosis in order to evaluate the extent of disability and to construct plans for a program of possible remedial treatment. Positions establish and maintain cooperative working relationships with other agencies, work with and assist local officials and agencies in developing and furthering vocational rehabilitation programs and services, and may provide limited technical assistance to community organizations on vocational rehabilitation programs and practices. Counseling services may be provided to a full range of caseload variation or to a specialized caseload including, but not limited to, hearing impaired clients. Positions are responsible for providing vocational rehabilitation activities including

assessing physically and mentally disabled persons through a process of counseling and guidance and assisting them in selecting, preparing for, and attaining the vocational adjustment affording the greatest social and economic satisfaction. Employees work under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirements

Positions in this classification require individuals to possess **at minimum a Master's degree** in professional counseling or related field and certification as a Licensed Professional Counselor by the Department of Safety and Professional Services.

Positions allocated to the Advanced level must meet the qualifications of Clinical Practice supervision, requiring certification as a Licensed Professional Counselor (LPC) for a minimum of 5 years, according to the licensure requirements outlined by the Department of Safety and Professional Services.

IV. ADMINISTRATIVE INFORMATION

As a result of the Vocational Rehabilitation Counselor (A, B) Personnel Management Survey, the Vocational Rehabilitation Counselor (A, B) classification was abolished and the Vocational Rehabilitation classification created effective June 16, 2013 and announced in Bulletin OSER-0325-MRS/SC to update the duties and to remove the lettered progression.

This classification was modified effective March 9, 2014 and announced in Bulletin OSER-0359 MRS/SC to create the Vocational Rehabilitation Counselor Advanced level.

This classification was modified effective April 5, 2015 and announced in Bulletin OSER-0388 CC/SC to update the special requirements language and definition language.

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KCH/KET
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