

**STATE OF WISCONSIN  
LIMITED TERM EMPLOYMENT  
CLASSIFICATION SPECIFICATION**

**VOCATIONAL REHABILITATION ASSISTANT**

**I. INTRODUCTION**

This classification specification is the basic authority under Wisconsin Administrative Codes ER 2.04 and 10.02 for making classification decisions relative to limited-term positions that provide professional level vocational rehabilitation services within the Department of Workforce Development, Division of Vocational Rehabilitation.

**II. DEFINITION**

**VOCATIONAL REHABILITATION ASSISTANT**

Positions provide services to clients throughout the rehabilitation process including evaluation of pertinent information concerning applications for vocational rehabilitation services. They plan, organize and implement a complete rehabilitation program for disabled persons which 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. Duties are performed under close supervision.

**III. QUALIFICATIONS**

Minimum requirement: must possess or be working toward a master's or doctorate degree in professional counseling or its equivalent.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective July 4, 1999 and announced in Bulletin CLR/SC-101 to identify limited vocational rehabilitation services provided by limited term employees who are in the process of earning the academic credentials or supervised clinical professional counseling practice requirements for the professional counselor certificate as identified in Chapter 457, Wis. Stats.