

Position: **Benchmark Job #209**

Ministry: Skills, Training and Labour

Working Title: **Vocational Rehabilitation Consultant**

Branch: Skills Development

Level: Range 21

Location: Abbotsford

NOC Code: 4213

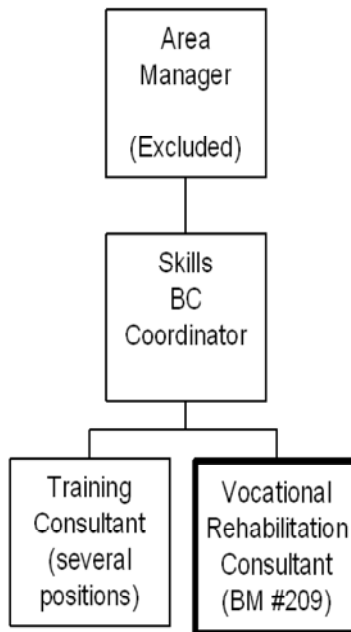
PRIMARY FUNCTION

To deliver a comprehensive range of vocational rehabilitation services in the community to clients with physical and mental disabilities that prevent them from working.

JOB DUTIES AND TASKS

1. Assists clients to develop plans for achieving competitive employment and educational opportunities
 - a. assesses client needs by interviewing client and compiling and reviewing background information such as test results, academic reports and work-site/training assessments to determine client's readiness and eligibility for service
 - b. coordinates and authorizes appropriate medical, educational, vocational, psychological and psychiatric assessments, tests and resources
 - c. assesses needs and purchases medical and technical aids that may reduce the vocational handicap of client and refers for appropriate medical follow-up as required
 - d. provides support and counselling to clients and their families
 - e. identifies vocational assets and liabilities and ensures access to related information and options
 - f. provides advice to ineligible individuals to explore alternate employment or educational services and refers to appropriate services
 - g. examines the consequences of the individual's disability and possible vocational outcomes
 - h. analyzes labour market data and identifies available training resources and employment opportunities
 - i. develops, approves and monitors training, goals, plans and strategies
 - j. negotiates training programs and employment placements with prospective employers, monitors the terms of Personal Placement Program contracts and determines effectiveness of placement
 - k. advises employers regarding job-site modifications and assesses tools, equipment and transportation required by clients
2. Promotes and supports the program's partnerships with other professionals, agencies and institutions
 - a. coordinates and delivers services and programs in conjunction with other ministries, agencies and professionals
 - b. develops vocational rehabilitation plans with school and university counsellors, physicians, psychologists, agencies and others
 - c. responds to referrals for services from health professionals, educators and family physicians
 - d. provides information and makes presentations to employers, professional groups
 - e. informs employers of available disability funding programs to offset costs of training

3. Develops and controls Vocational Rehabilitation Services area operating budget (\$400,000) and authorizes rehabilitation expenditures
 - a. approves and monitors expenditures to clients and service providers within spending authority
 - b. authorizes or terminates expenditures for rehabilitation services
 - c. assesses bids and services provided by agencies, professionals and educational institutions and negotiates, administers and monitors contracts
 - d. forecasts budget requirements and prepares budget requests
4. Performs other related duties
 - a. monitors and maintains Vocational Rehabilitation Services policies and procedures to ensure consistency and adherence to program guidelines, ministry standards and legislation
 - b. ensures accuracy of client records of expenditures for training, transportation, technical aides and assessments
 - c. maintains and updates client files and records on computerized case management system
 - d. travels to placement work sites



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	JOB KNOWLEDGE Understand the principles of vocational rehabilitation to analyze labour market data and client background and provide counselling services for employment of physically and mentally disabled clients in the community and develop individual vocational and training plans.	G	250
2	MENTAL DEMANDS Judgement to modify vocational rehabilitative methods to work with changing circumstances of mentally and physically disabled clients to analyze labour market data and identify available training resources and employment	G	200

	opportunities, develop individual vocational plans and training strategies, negotiate training programs and employment placements and authorize expenditures for rehabilitation services.		
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling to counsel clients and their families on vocational assets and liabilities and training plans.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to placement worksites and community resources.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry policies and vocational rehabilitation standards, applies accepted work methods in a different way to provide individualized vocational rehabilitation services to clients, assess client needs and vocational potential, and determine and initiate the appropriate actions to assist clients in gaining employment.	E	120
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to be accountable for Vocational Rehabilitation Services area operating budget of \$400,000.	F	43

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to organize a project information system by setting up, maintaining and updating confidential client records.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide orientation to new staff and work instructions to administrative support staff.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct rehabilitative, vocational counselling to disabled clients.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read test results, academic reports, work-site/training assessments and other documents.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to test results, academic reports, work-site/training assessments and other documents.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset clients.	B	4
13	HAZARDS Moderate exposure to hazards from frequent driving to work sites and community resources.	C	6

Total Points: 767

Level: Range 21