**Rehabilitation Counselor**

**GS-0101-09**

**Vocational Rehabilitation Service**

**Standard Functional Statement**

**1. GENERAL DESCRIPTION OF ASSIGNED DUTIES**

Rehabilitation Counselors in the Veterans Health Administration (VHA) work with persons who experience functional impairments and disabilities associated with mental health, physical, and/or psychosocial challenges affecting employment, independent living, or personal adjustment. Rehabilitation Counselors utilize various professional counseling and clinical modalities to promote and support optimal functioning, independence, personal adjustment, adaptation to disability, community reintegration, and recovery. Rehabilitation Counselors work with an interdisciplinary team to provide and coordinate a wide range of rehabilitation counseling services to Veterans with disabilities, including assessment, counseling and case management services, development of rehabilitation plans, and assistance in attaining and maintaining employment, independent living, and attaining personal goals. Rehabilitation Counselors are nationally certified as Certified Rehabilitation Counselors (CRC) and may be State licensed as Licensed Professional Counselors. Rehabilitation Counselors may be designated as a licensed independent provider (LIP) when they hold State licensure and are included as a LIP in their VA medical center bylaws.

Rehabilitation Counselors are located within various settings, including Veterans Integrated Service Networks (VISNs), VHA Medical Centers and facilities, Community Based Outpatient Clinics (CBOCs), Inpatient Clinics, Outpatient Clinics, Residential programs and Domiciliaries throughout the United States.

Rehabilitation Counselors are bound by the Code of Professional Ethics for Rehabilitation Counselors which was developed and adapted by the Commission on Rehabilitation Counselor Certification (CRCC).

This position is located within VHA Vocational Rehabilitation Service (VHA Voc Rehab). VHA Voc Rehab Service programs are recovery-oriented clinical vocational rehabilitation services that offer an array of vocational, educational, training, employment, and therapeutic work services. They include skill development, fostering of natural supports, and assistance with obtaining and maintaining employment for Veterans for whom the primary objective is competitive employment. Vocational rehabilitation supports persons with functional, psychological, developmental, cognitive and emotional impairments, or health disabilities to overcome barriers to accessing, maintaining, or returning to employment and/or education. Vocational rehabilitation provides services to promote and support optimal functioning and development of Veterans by utilizing appropriate counseling and training. VHA Voc Rehab Service includes: Vocational and Educational Assistance, and Compensated Work Therapy (CWT). CWT consists of the following components: Transitional Work (TW), Supported Employment (SE), Community Based Employment Services (CBES), Supported Education (SEd), and Supported Self Employment (SSE). The incumbent provides VHA Voc Rehab services within various settings of the medical center and/or community.

This serves as a Rehabilitation Counselor functional statement (FS) to be used within VHA Voc Rehab Service programs throughout the VHA. The incumbent performs the majority or all the following major duties and responsibilities in this FS. This FS is at the entry level.

**2. FUNCTIONS OR SCOPE OF ASSIGNED DUTIES**

Serves as a developmental Rehabilitation Counselor (RC) providing vocational and personal adjustment counseling, therapeutic rehabilitation interventions, and case coordination services. Serves, receives guidance and advice from supervisor and senior staff as needed.

Provides developmental vocational rehabilitation services to Veterans with a wide array of psychiatric and physical disabilities and psychosocial conditions that present a myriad of barriers, to achieve competitive employment and educational and independent living goals.

Serves as a consultant to an interdisciplinary treatment team or other clinical staff as it relates to the Veteran’s vocational rehabilitation needs. Communicates appropriately with community health care professionals to provide useful input to other team members and employers concerning the Veteran.

Ensures fidelity to evidence-based and evidence-informed vocational and professional counseling practices. Evaluates Veteran's abilities and disabilities; monitors and records Veteran's progress to ensure goals and objectives are met.

Conducts biopsychosocial assessments using medical records, pertinent disability documentation, and observation. Incorporates interviews into the assessment with the Veterans and their support systems to generate personal, vocational, and educational histories. Synthesizes the information to develop case conceptualization and make clinical recommendations to facilitate treatment planning and provision.

Selects, administers, and interprets psychometric assessments and vocational instruments to evaluate abilities, transferrable skills, aptitudes, interests, values, preferences, and overall work resilience. Customizes vocational exploration activities, including informational interviews and labor market research, to identify self-determined rehabilitation needs and goals.

Determines clinical need for and capacity to benefit from therapeutic and rehabilitation services. Vocational programming benefits may include work restoration/resilience treatment, transitional work placement and compensation, financial benefits counseling, potential benefits protections, supported employment, and assistive technology.

Develops patient-centered treatment plans, using Specific, Measurable, Agreed upon, Realistic, and Time-based (SMART) goals, and provides regular, ongoing assessment of Veteran's progress. Complete clinical charting and participate in professional peer reviews.

Provides job development, job placement, job coaching, job accommodation, adaptation, retention, and education services to both Veterans with disabilities and for those employers who employ these Veterans. Conducts a job analysis to identify essential functions and develop reasonable accommodations.

Promote employment programs to community employers to establish relationships that will result in providing work opportunities for Veterans with significant behavioral, physical, emotional and/or cognitive impairments.

Facilitate job placement for Veterans by teaching valuable job search skills, resume/application development, interview skills and basic computer skills. Coordinate job search clubs for Veterans to improve in self-directed job search activities.

Utilization of clinical counseling techniques to assist Veterans in developing soft skills (e.g. personal hygiene, cooperation with co-workers, and following instructions) when employed to enhance job satisfaction and foster natural supports in the workplace.

* 1. Understands the basics of military culture to assist Veterans with returning to the community, including community-based work.

**3. SUPERVISORY CONTROLS RELATED TO THE POSITIONS**

Clinical and administrative supervision is provided regularly for this developmental position by the VHA Vocational Rehabilitation Service supervisor or designee. Supervision involves guidance and oversight related to the delivery of Rehabilitation Counseling services and the facilitation of professional growth and competence. Based on their education and training, Rehabilitation Counselors, after certification are autonomous practitioners who are able to deliver Rehabilitation Counseling services independently. Supervision will continue at a higher level, however, for the duration of the developmental assignment. During this developmental assignment, the Rehabilitation Counselor will receive regular clinical case consultation and supervision, at minimum on a weekly basis. Additionally, the incumbent will be expected to seek consultation from the supervisor or senior staff when the need for collaboration arises, or when complex cases or situations with which they are unfamiliar, are confronted. The supervisor sets the overall objectives and resources available. The supervisor develops the deadlines, projects, and work to be done.

**4. QUALIFICATIONS REQUIREMENTS**

Meets these qualification requirements for the GS-09, Rehabilitation Counselor.

* 1. A Master’s degree in rehabilitation counseling or clinical rehabilitation counseling; or a doctoral degree in a related field of study; or a degree acceptable by the Commission on Rehabilitation Counselor Certification (CRCC) for Foreign graduates.

Certification: Eligible for Current, full, and unrestricted certification as a certified rehabilitation counselor (CRC) from the CRCC to practice rehabilitation counseling**.**

These requirements are further defined in VA Handbook 5005, Part II Appendix G62.

**5. CUSTOMER SERVICE REQUIREMENTS**

The incumbent’s relationship with Veterans, management, colleagues, and the public are consistently courteous, respectful, and represent a positive image the incumbent displays a cooperative attitude and works effectively together with others to implement the organization's mission and goals. The incumbent ensures productivity is maintained at the established level of the program for which he or she is responsible.

**6. AGE, DEVELOPMENT AND CULTURAL NEEDS OF PATIENTS REQUIRMENTS**

The Veterans treated and cared for are typically between 18 and 70 years of age. This position requires the incumbent to possess knowledge and/or experience in understanding the particular needs of these types of Veterans. Sensitivity to the special needs of all Veterans in respect to age, developmental requirements, service era, and culturally related factors must be prevalent. The incumbent’s relationship with Veterans, management, and colleagues is consistently courteous, respectful, and cooperative. The incumbent is required to possess or develop an understanding of medical, psychosocial, psychological, and the vocational aspects of disability and its impact on the needs of the Veterans served. Modifications to communications may be required for Veterans that have hearing, visual, and/or cognitive impairments.

**7. COMPUTER SECURITY REQUIREMENT**

The incumbent manages information security within areas of responsibility to ensure that computer system security and confidentiality is maintained. Also, the incumbent ensures access to sensitive information is limited only to that which the incumbent requires to perform their duties. The incumbent takes the necessary action to report and address violations of information security.

**8. PHYSICAL REQUIREMENTS**

See VA Directive and Handbook 5019, Employee Occupational Health Service, paragraph 2.

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Supervisor Date

Employee Date