

REHABILITATION COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work involving responsibility for vocational and mental health counseling of patients in the Department of Mental Hygiene. The incumbent works closely with patients and other staff in the development and administration of the therapeutic activity program. Work is performed under the general supervision of a Clinical Unit Administrator or other administrative position. Professional guidance may be given to others in the area of vocational rehabilitation.

TYPICAL WORK ACTIVITIES:

1. Interviews new patients to assess problems and evaluate rehabilitation potentials;
2. Uses individual, group and/or family sessions to counsel patients concerning problems and needs;
3. Develops and leads various therapeutic activity groups;
4. Assists in the development of vocational program proposals for the department;
5. Maintains a network of referral sources among community service agencies to aide in the referral process;
6. Serves as member of various committees such as Utilization Review and Safety Committee;
7. Assists patients in finding appropriate jobs;
8. Writes and maintains various reports and keeps records on patients' activities and progress;
9. May act as an advocate for a small group of patients, which involves monitoring of patients appointments, problems and progress, making referrals when necessary;
10. May function as a Case Manager, which can include the following duties: initial screening and referral of patients entering the system, patient advocacy and acting as a liaison between the patient and the various human service agencies;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, principles and procedures of vocational rehabilitation counseling; good knowledge of modern social casework; good knowledge of community resources available in the field of mental health; good knowledge of departmental policies and regulations; good knowledge of employment programs and laws for the handicapped; ability to establish interpersonal relationships with patients and their families; ability to establish and maintain an effective working relationship with department staff and community agency contacts; ability to maintain competency and to keep abreast of latest developments in the mental health field; ability to communicate effectively, both orally and in writing; ability to relate sympathetically to a potentially difficult patient population; ability to prepare reports; ability to organize work effectively; resourcefulness; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

REHABILITATION COUNSELOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Rehabilitation Counseling;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in behavioral or social sciences or special education PLUS two (2) years of full-time work experience in rehabilitation counseling;
- OR: (C) Possession of a current certification as a Rehabilitation Counselor issued or recognized by the New York State Education Department or the National Rehabilitation Counseling Association;
- OR: (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

MH0117

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 12/30/81
 09/14/83
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