

State of Georgia Job Description

Job Family: Social Services
Job Code: SSP102
Job Title: Rehabilitation Couns 3 (GVRA)
Functional Level: Professional (PRO)
Pay Plan: Statewide Salary Plan (SWD)
Grade: K
Salary Range: \$44,998.81 - \$59,143.37 - \$73,287.92

Job Summary:

Under broad supervision provides counseling services, case management services, referral services, and resident evaluations to assigned clients. Conducts interviews of assigned clients to identify problems, assess mental and educational status, and select applicable programs. Conducts assessments, develops individualized employment plans, coordinates services, and collaborates with employers for clients in need of job placement. Trains and mentors lower-level counselors. May serve as lead worker

Primary Duties & Responsibilities:

- Performs job responsibilities with minimal supervision
- Observes rules of confidentiality as stated by departmental guidelines in the dissemination and interpretation of tests results
- Provides a consistent level of counseling and guidance to clients
- Provides information to educate the public, other agencies, vendors and potential customers about rehabilitation services
- Serves as mentor to other counselors, new supervisors, and staff.
- Serves as job expert or organization resource in assigned areas
- Collects and assesses in-depth information about a client's situation and functioning in order to assess his/her abilities, needs, and eligibility for services
- Conducts interviews to identify problems, assess mental and educational status and select applicable programs
- Coordinates discharge plan in cooperation with team, clients, and their families
- Counsels' clients with disabilities, including vocational and psychosocial adjustment counseling, throughout the rehabilitation process
- Develops and provides staff development training
- Identifies and develops prospective employment opportunities through assistive technology and job modification methods
- Interprets educational, vocational and/or psychological tests in accordance with guidelines

Entry Qualifications:

Bachelor's degree in rehabilitation counseling, social work, or a closely related behavioral or social science field from an accredited college or university and two (2) years of professional experience in social work, counseling, or equivalent areas; or one (1) year of experience at the lower level Rehabilitation Counselor 2 (SSP101) or position equivalent. Note: Some positions may require specialized certification.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.