

State of Georgia Job Description

Job Family: Social Services
Job Code: SSP103
Job Title: Rehab Couns Spv (GVRA)
Functional Level: Professional (PRO)
Pay Plan: Statewide Salary Plan (SWD)
Grade: L
Salary Range: \$50,982.94 - \$66,351.55 - \$81,720.15

Job Summary:

Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates counseling services, case management services, referral services, and resident evaluations. Supervises human resources functions. Supervises human services functions.

Primary Duties & Responsibilities:

- Supervises and plans work of assigned staff
- Directs and monitors counseling functions, including providing vocational guidance and support to clients with disabilities in accordance with program policies and procedures.
- Oversees the identification and development of prospective employment opportunities for clients through assistive technology and job modification methods
- Supervises the interpretation of educational, vocational and/or psychological tests in accordance with program policies and procedures
- Oversees and assigns caseloads to counselors to ensure equal distribution and timely client services.
- Provides leadership, guidance, and support to assigned staff to ensure adherence to agency policies and procedures
- Facilitates staff training and professional development opportunities, promoting teamwork and collaboration to achieve program goals and improve client outcomes.
- 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
- Identifies and develops prospective employment opportunities through assistive technology and job modification methods
- Interprets educational, vocational and/or psychological tests in accordance with guidelines
- Observes rules of confidentiality as stated by departmental guidelines in the dissemination and interpretation of tests results
- Provides information to educate the public, other agencies, vendors and potential customers about rehabilitation services

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 three (3) years of professional experience in social work, counseling, or equivalent areas; or one (1) year of experience at the lower level Rehabilitation Counselor 3 (SSP102) 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.