

Ministry: BC Mental Health Society  
Branch: Clinical Programs  
Location: Riverview Hospital

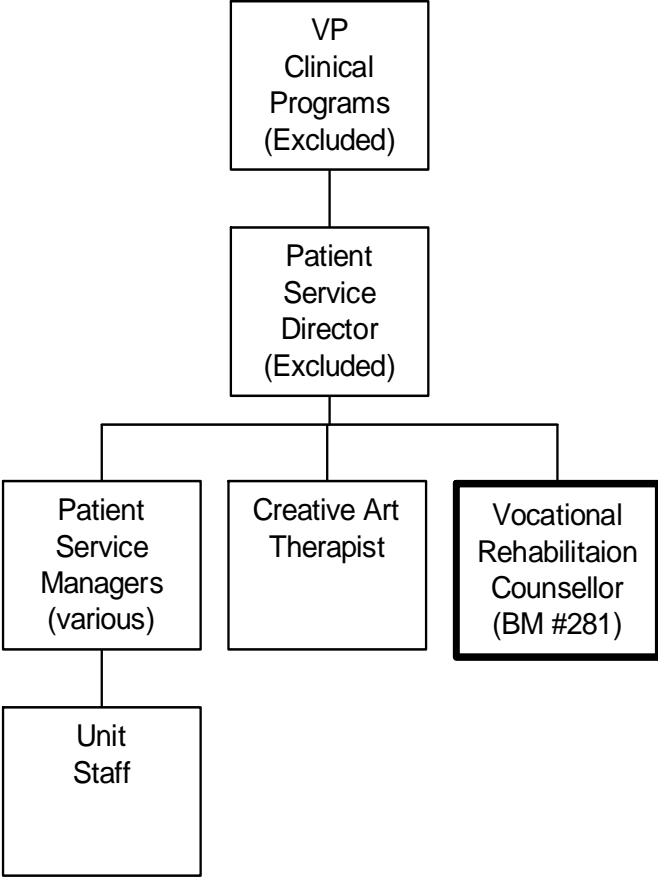
Working Title: **Vocational Rehabilitation Counsellor**  
Level: Range 18  
Classification: Vocational Counsellor

### **PRIMARY FUNCTION**

To assess and counsel clients with disabilities and facilitate and implement individual vocational rehabilitation plans to ensure effective vocational outcomes.

### **JOB DUTIES AND TASKS**

1. Coordinates client access to vocational services and manages a client case load
  - a. participates as a member of the client inter-disciplinary treatment team
  - b. interviews referred clients to determine vocational readiness and recommends alternate rehabilitation programs or services where indicated
  - c. gathers and analyzes client information through clinical chart review, intake interview and information from outside sources to determine services required
  - d. selects, administers, interprets and documents the results and implications of standardized vocational tests
  - e. counsels clients to define realistic vocational rehabilitation options and identify training needs
  - f. identifies barriers to vocational rehabilitation deriving from various disabilities; develops intervention strategies appropriate to the disabilities and designs accommodation plans
  - g. develops an individualized vocational rehabilitation plan including current objectives through to post-discharge plans
  - h. ensures vocational training plans are compatible with the Individual Plan of Care and contributes to client treatment and discharge planning
  - i. liaises with family, community case managers, boarding house staff and other health care professionals to coordinate transition of client from hospital programs to community services
  - j. orients and drives clients to appropriate community based vocational resources and facilitates their involvement
  - k. advocates on behalf of clients within the hospital and in the community
  - l. maintains counselling relationship with clients participating in programs as out patients
  - m. uses verbal intervention techniques to defuse potentially dangerous situations
2. Plans and develops training opportunities and educational sessions to meet client needs
  - a. plans, develops and instructs vocational education sessions
  - b. selects and/or develops training opportunities or models to best fulfill training needs of client
  - c. translates the vocational rehabilitation plan into an action plan defining objectives and strategies for intervention for use by instructors, supervisors and/or job coach
  - d. translates instructor's/supervisor's observations or evaluations into functional vocational assessments, counsels client on results and defines remedial strategies
  - e. reviews and documents changes in vocational training plans to reflect client progress
  - f. supports and resolves problems between clients, supervisors and job coach
  - g. determines and monitors Incentive Training Allowance given to clients
3. Performs other related duties
  - a. ensures all training programs, administrative procedures and documentation comply with the Employment Standards Act
  - b. functions as a resource regarding implications of violations of the Employment Standards Act
  - c. functions as a member of the discipline council and participates in unit, program and hospital committees
  - d. provides orientation to the workplace for new employees
  - e. creates and maintains a vocational resource library by selecting and acquiring vocational testing materials, reference literature, resource materials, college/university calendars, etc.



## REASON FOR CLASSIFICATION

Benchmark Job #281

Job Title: Vocational Rehabilitation Counsellor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of vocational rehabilitative counselling and analyze and assess the needs of clients with a variety of disabling conditions to develop individualized vocational rehabilitation plans, plan and develop vocational opportunities and educational sessions and complete ongoing assessments and evaluations of client progress.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study and analysis to interpret client behaviour and history and choose an approach using accepted methods to assess client's vocational readiness, develop individualized training plans, monitor ongoing progress and assist clients to find appropriate vocational resources in the community.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to encourage clients with a variety of disabling conditions to participate and cooperate in vocational rehabilitation planning.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive vehicle to community resources and worksites.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by vocational rehabilitation counselling standards, applies accepted work methods in a different way to provide vocational training opportunities and educational sessions for clients with a variety of disabling conditions, assess vocational readiness of clients, develop individualized training plans and change plans as necessary.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to determine and monitor incentive training allowances given to clients.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to use light vehicles to escort clients while orienting them to vocational resources in the community.</p>	C	15

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Benchmark Job #281

Job Title: Vocational Rehabilitation Counsellor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b>                      Limited responsibility for human resources to provide informal orientation to the workplace for new employees.</p>	A	5
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b>                      Considerable care and attention to provide direct vocational rehabilitation services and counselling to clients in an institution.</p>	E	40
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b>                      Focused sensory concentration to frequently listen to and observe while interviewing clients to define their vocational rehabilitation options and training needs.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b>                      Moderate physical effort to frequently view computer screens and printed materials while analyzing client information and history and developing vocational rehabilitation plan.</p>	C	12
12	<p><b>SURROUNDINGS</b>                      Exposure to frequent direct involvement with institutionalized and unpredictable clients while completing assessments and monitoring ongoing progress.</p>	C	6
13	<p><b>HAZARDS</b>                      Significant exposure to hazards from frequently working around mentally ill clients in an institution who may react violently.</p>	D	9

**Total Points: 694**

**Level: Range 18**