

JOB DESCRIPTION

Benchmark Job #061

Ministry: Social Services
Branch: Programs for Independence
Location: Sardis

Working Title:
Level:
Classification:

Rehabilitation Officer
Range 14
Community Program Officer

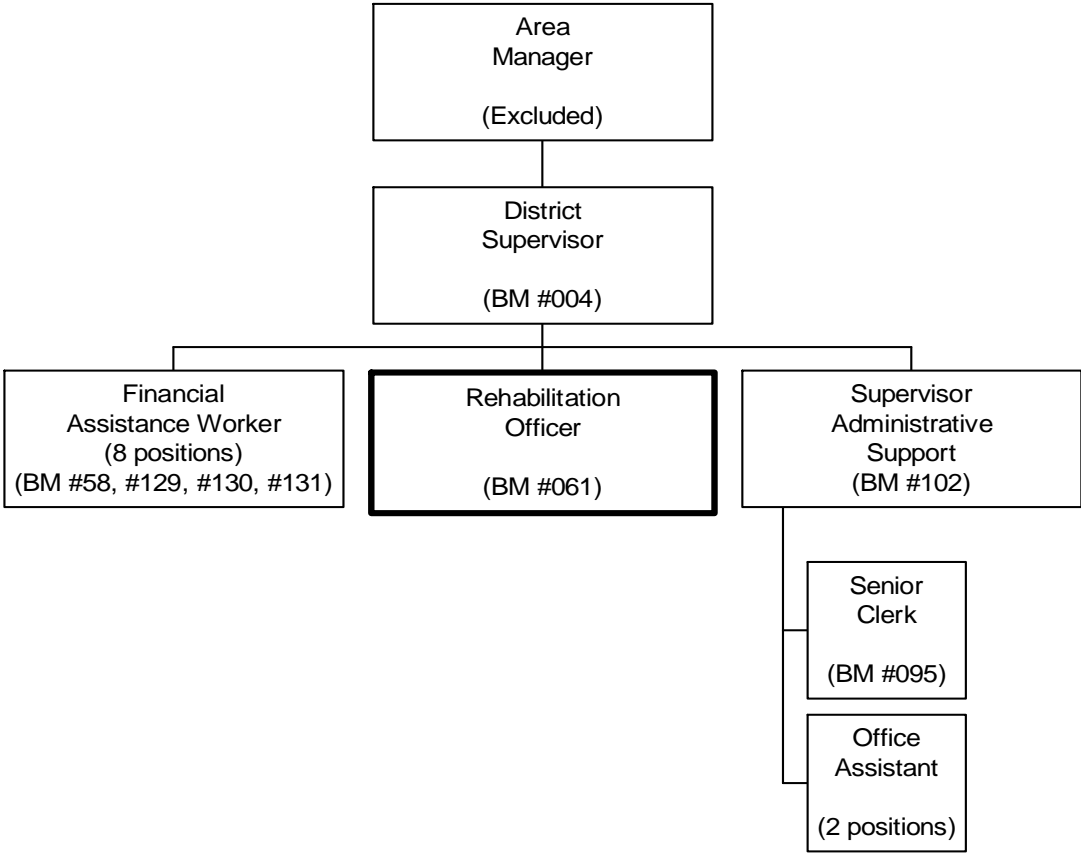
PRIMARY FUNCTION

To assess and identify barriers to employment and develop individual rehabilitation plans to enable income assistance clients to gain financial independence.

JOB DUTIES AND TASKS

1. Assesses eligibility of income assistance clients for employment initiatives programs
 - a. interviews clients to determine eligibility and suitability for employment or training
 - b. explains Ministry policies, procedures and expectations to clients
 - c. completes employability assessment by looking at previous employment data, education, medical and social factors and identifies barriers to employment
 - d. refers clients to other services such as drug and alcohol counselling and mental health services
 - e. counsels and assists clients in setting goals, making realistic employment and re-training choices to re-enter the work force and overcoming employment barriers
 - f. assists clients with determining appropriate training, education and employment opportunities
 - g. instructs clients in job search techniques and job retention skills
 - h. develops individual client plans and amends plans as necessary
 - i. monitors and tracks client progress in achieving goals
 - j. issues training and transportation allowances and authorizes purchase of supplies for clients
2. Promotes training and employment opportunities for clients within the community
 - a. identifies community employment needs
 - b. promotes available programs to community businesses and agencies to create employment opportunities for clients
 - c. screens clients for referrals to employers, training programs and other employment opportunities
 - d. contracts with employers to hire and train clients on the job and authorizes reimbursements to employers
 - e. completes, monitors and certifies personal employment contracts with clients
 - f. conducts information sessions and participates in workshops and various public events related to employment and training
 - g. exchanges information and coordinates services with educational institutions and other agencies offering programs that meet specific client needs
3. Performs other related duties
 - a. sets-up and maintains files on contracts, community agencies/resources, employers, educational institutions, etc., used for client referrals
 - b. tracks expenditures and monitors education/training allocations for the rehabilitation budget
 - c. participates on regional, provincial and special project committees as required
 - d. drives vehicle to meetings and job sites
 - e. provides orientation to new employees

ORGANIZATION CHART
Benchmark Job #061



REASON FOR CLASSIFICATION

Benchmark Job #061

Job Title: Rehabilitation Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of the rehabilitation program to determine client eligibility/suitability for services; develop individual client training programs; counsel clients to identify employment goals and overcome barriers; promote programs in the community to create employment opportunities and authorize payments for education, clothing and transportation.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of client needs and community employment opportunities and choose an approach using a combination of accepted rehabilitative techniques and procedures to design individual client rehabilitation plans, monitor progress and amend plans.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to motivate clients to overcome barriers and attain rehabilitation goals.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to job sites to meet with employers and clients.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to assess eligibility and develop training plans to enable income assistance clients to gain independence by learning skills and getting work experience; authorize allowances; counsel client towards meeting goals; promote ministry programs in the community.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to authorize payments for client education, clothing and transportation.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system on contracts, community agencies/resources, employers, educational institutions, etc., used for client referrals.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #061

Job Title: Rehabilitation Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.</p>	A	5
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct counselling to assist clients in defining employment goals and identifying and dealing with barriers to employment and training.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen to and observe clients being interviewed in order to interpret their needs and develop individual training plans.</p>	C	12
11	<p>PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed material while maintaining client documentation.</p>	C	12
12	<p>SURROUNDINGS Exposure to regular unpleasant dealings with demanding unemployed clients or upset employers.</p>	B	4
13	<p>HAZARDS Moderate exposure to hazards from regularly working around clients who may react violently.</p>	C	6

Total Points: 602

Level: Range 14

JOB DESCRIPTION

Benchmark Job #210

Ministry: Social Services
Branch: Programs for Independence
Location: Parksville

Working Title: **Rehabilitation Officer**
Level: Range 14
Classification: Community Program Officer

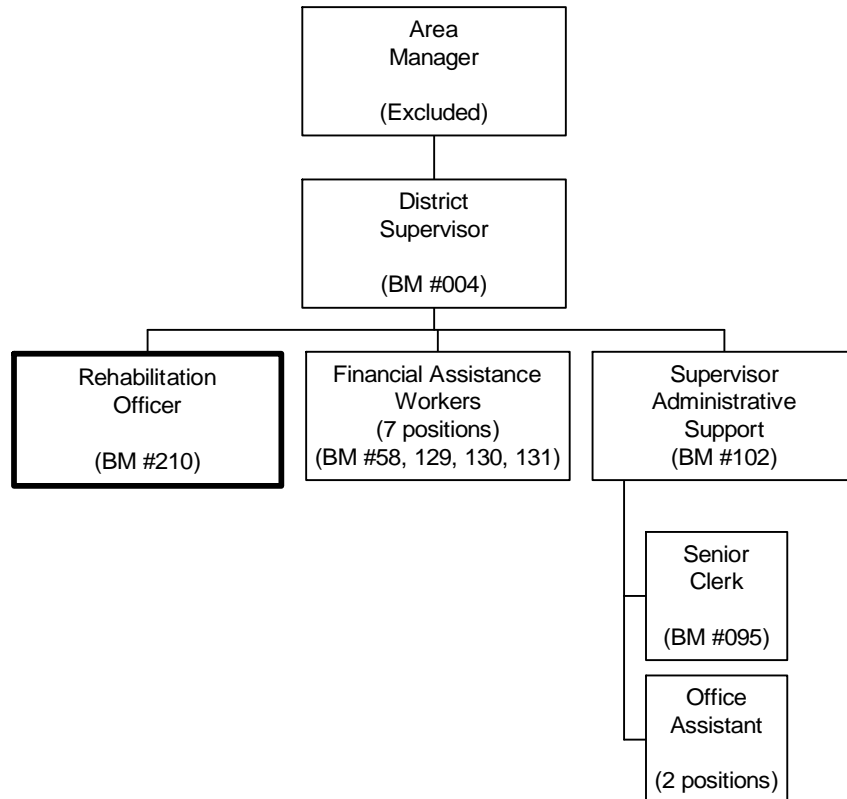
PRIMARY FUNCTION

To assess and identify barriers to employment and develop individual rehabilitation plans to enable income assistance clients to gain financial independence.

JOB DUTIES AND TASKS

1. Assesses eligibility of income assistance clients for employment initiatives programs
 - a. interviews clients to determine eligibility and suitability for employment or training
 - b. explains Ministry policies, procedures and expectations to clients
 - c. completes employability assessment by examining previous employment data, education, medical and social factors and identifies barriers to employment
 - d. refers clients to other services such as drug and alcohol counselling and mental health services
 - e. counsels and assists clients in setting goals, making realistic employment and re-training choices to re-enter the work force and overcoming employment barriers
 - f. assists clients with assessing appropriate training, education and employment opportunities
 - g. instructs clients in job search techniques and job retention skills
 - h. develops individual client plans and amends plans as necessary
 - i. monitors and tracks client progress in achieving goals
 - j. issues training and transportation allowances and authorizes purchase of supplies for clients
2. Promotes training and employment opportunities for clients within the community
 - a. identifies community employment needs
 - b. promotes available programs to community businesses and agencies to create employment opportunities for clients
 - c. screens clients for referrals to employers, training programs and other employment opportunities
 - d. contracts with employers to hire and train clients on the job and authorizes reimbursements to employers
 - e. completes, monitors and certifies personal employment contracts with clients
 - f. conducts information sessions and participates in workshops and various public events related to employment and training
 - g. exchanges information and coordinates services with educational institutions and other agencies offering programs that meet specific client needs
3. Performs other related duties
 - a. sets-up and maintains employment files and information
 - b. tracks expenditures and monitors education/training allocations for the rehabilitation budget
 - c. participates on regional, provincial and special project committees as required
 - d. drives vehicle to meetings and job sites
 - e. provides orientation to new employees

ORGANIZATION CHART
Benchmark Job #210



REASON FOR CLASSIFICATION

Benchmark Job #210

Job Title: Rehabilitation Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of the rehabilitation program to determine client eligibility for services; develop individual client training programs; counsel clients to identify employment goals and overcome barriers, promote programs in the community to create employment opportunities and authorize payments for education, clothing and transportation.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of clients' needs and community employment opportunities and choose an approach using a combination of accepted rehabilitative techniques and procedures to design individual client rehabilitation plans, assess progress and amend plans.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to motivate clients to overcome barriers and attain rehabilitation goals.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to attend various project work sites.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to assess eligibility and develop training plans to enable income assistance clients to gain independence by learning skills and getting work experience, authorize allowances, counsel clients towards meeting goals; promote Ministry programs in the community.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to authorize training, transportation and purchase of supplies for clients.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to organize a project information system by setting up and maintaining employment files and information.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #210

Job Title: Rehabilitation Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct counselling to assist clients in defining employment goals and identifying and dealing with barriers to employment and training.	E	40
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