Vocational Rehabilitation Counselor II/III (Open and Promotional)
$5,134 - $7,568 /Month

FINAL DATE FOR FILING: April 12, 2017.

THE POSITION
The Human Services Agency is seeking a Vocational Rehabilitation Counselor II/III. This position is a fully experienced journey/advanced journey level class in the Vocational Rehabilitation Counselor series. The incumbent has a full caseload, which includes individuals with severe emotional disabilities and serious vocational deficiencies, and performing a complete range of counseling and placement services using accepted vocational rehabilitation principles and techniques. The duties may include but are not limited to: interviewing clients, evaluating skills and job readiness, analyzing medical information, vocational case management, report writing and charting client progress and developing a vocational rehabilitation plan to assist Vocational Rehabilitation Services (VRS) clients into securing and maintaining employment.

The ideal candidate will have:

- A Master's Degree in Rehabilitation Counseling.
- Two years of experience providing vocational and supportive counseling to assist clients with overcoming barriers to vocational success.
- Two years of experience evaluating work skills and work capacities to assist clients with formulating vocational plans.
- Two years of experience working with diverse populations including people with mental health disabilities, people in alcohol and drug recovery programs, formerly incarcerated individuals and others with disabilities and/or barriers to employment.
- Experience collaborating/conferring with treatment providers, including case managers, Department of Rehabilitation staff, and medical personnel.
- Experience facilitating vocational groups.
- Ability to analyze and interpret medical, social, psychological and educational data to develop an action plan based on that data.
- Ability to administer and evaluate vocational tests.
- Knowledge of social security regulations as well as other benefits programs to provide benefits counseling to individuals including work incentives.
- Ability to follow complex policies and administrative procedures.
- A thorough working knowledge and demonstrated skill in vocational rehabilitation counseling principles and technique.
- Creative problem solving skills with ability to look "outside the box" and be action-oriented.
- Excellent oral and written communication skills as well as computer literate.

Note: The list generated may be used to fill both current and future vacancies.

QUALIFICATIONS
Education and Experience: Any combination of education and experience that would likely
provide the required knowledge, skills and abilities is qualifying. A typical way to qualify for
a **Vocational Rehabilitation Counselor II** is one year of basic experience in counseling and
job placement of vocationally handicapped adults and **Vocational Rehabilitation Counselor
III** is three years of experience performing journey level Vocational Rehabilitation Counselor
duties.

**Knowledge of:** Principles and objectives of vocational rehabilitation counseling; commission
on Accreditation of Rehabilitation Facilities (CARF) standards and requirements; skills, traits
and abilities needed in a wide variety of occupations; private and public programs serving the
unemployed; laws regulating employment and employer-employee relations; unions and
apprenticeship programs; social service programs and regulations; standardized vocational
aptitude and interest tests; social and psychological problems of disabled persons; basics of
psychology, sociology and economics in relationship to employment and counseling of the
handicapped; elements of mental illness and approved treatment methods; basic medical and
psychiatric conditions related to the rehabilitation process; community organizations and
resources including agencies involved in job placement, vocational rehabilitation and work
training; employment and labor market trends; principles and techniques of interviewing.

**Skill/Ability to:** Interpret laws and regulations; follow complex policies and administrative
procedures; interview and counsel vocationally handicapped individuals; plan and direct
rehabilitation services programs for clients; apply principles of rehabilitation counseling;
analyze and interpret medical, social, psychological and educational data to develop an action
plan based on that data; relate to and establish good working relationships with clients from
diverse educational, social and cultural backgrounds; analyze and interpret test and work
evaluation data; motivate clients to undertake and achieve vocational rehabilitation; write
comprehensive reports and maintain records and train counseling personnel.

**APPLICATION/EXAMINATION**

**Anyone may apply.** Current San Mateo County and The Superior Court of California, San
Mateo County employees with at least six months (1040 hours) of continuous service in a
regular, probationary, or extra-help classified position prior to the final filing date will receive
five points added to their final passing score on this examination.

Responses to the supplemental questions must be submitted in addition to our regular
employment application form. The examination will consist of an interview (weight: 100%).
Depending on the number of applications, an application appraisal of education and
experience may be used in place of other examinations or a screening committee may select
those applicants whose education and/or experience appear to best meet the needs of the
position based solely on the information provided in the application documents. Because of
this screening process, all applicants meeting the minimum qualifications are not guaranteed
advancement through any subsequent phase of the examination. All examinations will be
given in San Mateo County, California and applicants must participate at their own expense.

**IMPORTANT:** Applications for this position will only be accepted online. If you are
currently on the County’s website, you may click the ‘Apply’ button above. If you are not on
the County's website, please go to [http://jobs.smcgov.org](http://jobs.smcgov.org) to apply.

**Final Filing Date: April 12, 2017**
**Screening Date: April 13, 2017**
**Combined Panel Interview: Week of May 1, 2017**

Effective July 1, 2014, the County of San Mateo will no longer require job applicants to disclose conviction history information until after the applicant successfully completes all examination phases for the recruitment. All passing applicants will receive instructions by email only from Human Resources staff to complete and submit a conviction history questionnaire online within a specified deadline of two business days. Failure to do so within the timeframe will disqualify you from the rest of the process. Please visit this link [http://hr.smcgov.org/conviction-information-applicants-faqs](http://hr.smcgov.org/conviction-information-applicants-faqs) to find out more information about the conviction history questionnaire so that you can prepare accordingly.

Note: Positions in criminal justice agencies currently required by law to pass background checks are exempted from this bill, and applicants may be required to submit conviction information at the time of application.

**San Mateo County is an Equal Opportunity Employer.**

Analyst: Arlene Cahill (032917) (Vocational Rehabilitation Counselor II/III- G013/G190)

*Keywords: HSA, human services, counselor, counseling, rehab, client services*

**Job Number:** G190-08

**Vocational Rehabilitation Counselor II/III (Open and Promotional) Supplemental Questionnaire**

* 1. **IMPORTANT NOTE:** Applicants for this position are required to submit responses to the supplemental questions below. Your responses will provide detailed information about your background and experience related to this position. This information will weigh heavily in the application screening by the subject matter experts and will also be used in the selection process. Answer the questions completely, paying attention to the multi-parts of the questions. While being thorough and detailed, also be concise. Your strategic use of language as well as neatness, clarity of expression, attention to detail, proper use of grammar and the ability to follow instructions will be considered in the evaluation process. A [resume will not be accepted as a substitute for your responses.](#)

☑ I have read and understand the instructions above.

* 2. Describe your education and work experience that prepares you for the position of Vocational Rehabilitation Counselor II/III.

* 3. Describe your specific professional work experience providing vocational rehabilitation counseling services to the following populations: 1) Individuals with psychiatric disabilities; 2) Individuals with substance abuse issues; and 3) Formerly incarcerated individuals. As part of your answer, please include: A) the duties performed and the setting in which you gained this experience; B) in what capacity you worked with that particular population; C) the caseload sizes; and D) what you have found to be effective approaches to working with these populations in order to assist in achieving their identified vocational case plan goals.
4. Describe a work assignment that required you to assess if the client was "job ready". Include the assessment tools you used and the types of services/resources you offered the client.

5. Describe a work example of a Vocational Rehabilitation plan you created for your client. As part of your answer, please include: 1) the situation; 2) the key elements you used in developing the plan; 3) the actions you took in implementing it; and 4) the outcome.

* Required Question

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