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

FINAL DATE FOR FILING: September 26, 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 who were previously experiencing homelessness, 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: Extra-help assignments are at-will and the employee is paid on an hourly basis. Some extra help positions are eligible for benefits under the Affordable Care Act. Extra-help workers are not guaranteed permanent status at the end of the extra-help assignment.

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**

This is an extra-help recruitment. Anyone may apply. A supplemental application form must be submitted in addition to our regular employment application form. The Human Services Agency screen materials after the recruitment closes. The Human Services Agency will contact qualified candidates directly for a departmental interview.

*All applicants who meet 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 Online’ button above. If you are not on the County’s website, please go to [http://jobs.smcgov.org](http://jobs.smcgov.org) to apply.

**TENTATIVE RECRUITMENT SCHEDULE**

**Final Date for Filing:** 09/26/2017

**Departmental Interviews:** TBD

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 at [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.

County of San Mateo is an Equal Opportunity Employer.

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

Job Number: G190-09
Vocational Rehabilitation Counselor II/III - Extra Help (Open) 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 and 4) people who have previously experienced homelessness. 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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