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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

VOCATIONAL REHABILITATION COUNSELOR - IN TRAINING

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional in-training positions located within the Department of Workforce Development, Division of Vocational Rehabilitation that perform professional level vocational rehabilitation counseling as defined in Chapter 457, Wis. Stats. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions in this classification series provide professional counseling specific to vocational rehabilitation services. Positions allocated to this series determine eligibility of applicants to receive vocational rehabilitation counseling and guidance in making vocational adjustments. Counseling services may be provided to a full range of caseload variation or to a specialized caseload including, but not limited to, hearing impaired clients. Positions are responsible for providing vocational rehabilitation activities including assessing physically and mentally disabled persons through a process of counseling and guidance and assisting them in selecting, preparing for, and attaining the vocational adjustment affording the greatest social and economic satisfaction. In accordance with Chapter 457, Wis. Stats., "Professional counseling" means applying a combination of human development, rehabilitation and either psychosocial or psychotherapeutic principles, procedures or services that integrate a wellness, pathology and multicultural model of human behavior in order to assist an individual, couple, family, group of individuals, organization, institution or community to achieve mental, emotional, physical, social, moral, educational, spiritual, vocational or career development and adjustment through the life span of the individual, couple, family, group of individuals, organization, institution or

community. Positions allocated to this classification must meet the statutory definitions of professional as defined in s. 111.81(15) Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that do not meet the statutory definitions of professional as defined in s. 111.81 (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that perform Vocational Rehabilitation Counselor duties and have obtained their certification as a Licensed Professional Counselor from the Department of Safety and Professional Services and are more appropriately classified as Vocational Rehabilitation Counselor, -Advanced.
4. Positions that are engaged in the performance of social work as defined in s. 457, Wis. Stats., a majority of the time and are more appropriately classified as Social Worker.
5. Positions that are engaged in the provision of psychotherapeutic counseling activities a majority of the time and are more appropriately classified as Psychological Associate, -Chapter 980, or Psychologist-Licensed, -Chapter 980.
6. Positions that are engaged in the provision of physical, occupational, speech/language, recreational, music, or pre-vocational therapy activities within an institution a majority of the time and are more appropriately classified as Physical Therapist, Occupational Therapist, Speech/Language Pathologist, Audiologist or Therapist.
7. Positions that are engaged in the provision of coordinating the regional outreach services for blind and visually impaired persons a majority of the time, do not require certification as a Professional Counselor by the State of Wisconsin, and are more appropriately classified as Rehabilitation Specialist For The Blind.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Upon obtaining certification as a Licensed Professional Counselor (LPC) from the Department of Safety and Professional Services, the employee will be reallocated to the Vocational Rehabilitation Counselor classification and subsequently regraded.

II. DEFINITION

VOCATIONAL REHABILITATION COUNSELOR IN-TRAINING

Positions allocated to this classification are engaged in on-the-job training, providing counseling and advice to clients throughout the rehabilitation process including evaluation of pertinent information concerning applications for vocational rehabilitation services while working towards obtaining their certification as a Licensed Professional Counselor from the Department of Safety and Professional Services. They plan, organize and implement a complete rehabilitation program for disabled persons that may include mental health services, physical restoration, purchase of and training for the use of prescribed prosthetic, orthopedic, and/or acoustical devices, and the necessary vocational training. Positions make arrangements for securing needed medical and psychological diagnosis in order to evaluate the extent of disability and to construct plans for a program of possible remedial treatment. Positions establish and maintain cooperative working relationships with other agencies, work with and assist local officials and agencies in developing and furthering vocational rehabilitation programs and services, and may provide limited technical assistance to community organizations on vocational rehabilitation programs and practices. Work is performed under close supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Positions at the In-Training level require at a minimum, a Master's Degree in Professional Counseling or an equivalent program and the ability to obtain a Professional Counselor Training license per s. 457, Wis. Stats. at the time of appointment to a Vocational Rehabilitation Counselor in-Training position.

IV. ADMINISTRATIVE INFORMATION

This classification series was created as a result of the Professional Social Services Personnel Management Survey effective October 16, 1994 and announced in Bulletin CC/SC-28.

The specification was modified effective March 2, 1997 in order to reflect agency reorganizations in 1996 that moved the Division of Vocational Rehabilitation from the Department of Health and Family Services to the Department of Workforce Development. The modification was announced in Bulletin CC/SC-63.

The specification was again modified effective June 6, 1999 and announced in Bulletin CLR/SC-100, resulting in a new title the former entry level to "In Training," eliminating the -Objective from the title of the second level within the series and correcting the reference to positions located in the Bureau of Sensory Disabilities. The pay ranges of all levels within the series were also reassigned effective June 6, 1999, and announced in Bulletin CLR/SC-100.

The specification was modified effective August 13, 2000 and announced in Bulletin CLR/SC-116 to remove positions from the Vocational Rehabilitation Counselor classification which spend a majority of time performing duties specific to assisting visually impaired individuals, do not require certification as a Professional Counselor, and which are classified as Rehabilitation Specialist for the Blind.

The specification was modified effective May 18, 2003 and announced in Bulletin MRS-SC-155 to reflect changes to classification structure, which includes moving the classification into an automatic progression series.

This specification was modified effective April 5, 2015 and announced in Bulletin OSER-0388 CC/SC to reflect edits to the special requirements and certification language identical to the Vocational Rehabilitation Counselor classification series language.

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