

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

REHABILITATION CASE COORDINATOR

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 positions located within the Department of Health Services, Division of Mental Health and Substance Abuse Services, at Mendota Mental Health Institute. Positions allocated to this classification implement, coordinate and develop vocational rehabilitation services for patients in the Program of Assertive Community Treatment (PACT). 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

This classification encompasses professional positions located within the Department of Health Services, Division of Mental Health and Substance Services, Mendota Mental Health Institute, Program of Assertive Community Treatment (PACT). Positions allocated to this classification provide assessment, treatment rehabilitation services and clinical coordination and case management of assigned community-based clients. Positions allocated to this classification must meet the definition of professional employee, as defined in Wis. Stats., s. 111.81(15).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of supervisory or management as defined in ss. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not engaged for the majority of the time in “professional employee” work as defined in Wis. Stats. s. 111.81 (15) (a) or (b), as administered and interpreted by the Wisconsin Employment Relations Commission.

3. Positions that are engaged in the direct provision of social work, or vocational counseling activities a majority of the time (more than 50%) and are more appropriately classified as Social Worker, Social Worker-Clinical, or Vocational Rehabilitation Counselor.
4. Positions that provide consultation and coordination of vocational rehabilitation programs and services a majority of time (more than 50%) and are more appropriately classified as Vocational Rehabilitation Specialist.
5. Positions that certify private vocational rehabilitation counselors who provide vocational services to individuals receiving worker's compensation a majority of time (more than 50%) and are more appropriately classified as Worker's Compensation Rehabilitation Specialist.
6. Positions that provide re-employment services to state employees who receive worker's compensation for a majority of time (more than 50%) and are more appropriately classified as Re-Employment Specialist.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

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Positions perform under the general supervision of the PACT Program Director developing, coordinating, and implementing vocational rehabilitation services for patients in the Program of Assertive Community Treatment (PACT). Responsibilities include: psychiatric assessment; treatment rehabilitation services, and clinical coordination and case management services. Positions provide vocational rehabilitation services to clients including the development of vocational options in community settings, consultation and technical assistance to other PACT staff on employment issues, and participate on various treatment teams ensuring continuity of care.

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 Requirements: May require meeting the requirements for clinical coordinators under WI Administrative Code DHS 63.06(2) (C) or (4) (a) 1-8.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 30, 2013 and announced in Bulletin OSER-0327- MRS/SC to establish a single level classification. The positions were previously classified as Rehabilitation Case Manager A, B that was abolished on the same date.

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