



JOB OPENING:
Vocational Rehabilitation Counselor
Supervisor: Vocational Rehab Coordinator

Qualifications:

Previous Experience – Minimum of 2 years of paid experience in professional work with individuals with disabilities. Prefer experience in Rehabilitation Counseling, Special Education, Social Work, Psychology, or Counseling experience in a Sheltered Workshop or training residence.

Education – Minimum of a Bachelor's degree in Social Sciences, Psychology, Vocational Rehabilitation, Education (prefer Special Ed) or social Work. Master's Degree in Rehabilitation Counseling with supervised internship may be substituted for the above requirements.

Job Summary:

Under the direction of Vocational Rehabilitation Coordinator, responsible for individual and group counseling, crisis counseling, program, and case management of a large caseload of consumers. Acts as the liaison with community agencies, residential facilities and families for consumers that are assigned to their caseload. Additionally, they are required to participate in a wide range of activity related to the Vocational Rehabilitation process.

Specific Duties and Responsibilities:

1. Serve as the primary staff contact for all the consumers assigned to their caseload for all family members, agency, and non-agency personnel.
2. Assure that all assigned consumers case files are complete and in good order according to agency requirements and the specific requirements of the programs that each person supported is enrolled in.
3. Maintain on-going communication with Occupational Training Center staff.
4. Maintain a close working relationship with the Vocational Rehabilitation Coordinator regarding problems, progress in management of caseload and counseling problems.
5. Maintain good on-going communication with representatives of referring and other community agencies, both public and private, who are involved or potentially involved with consumers.
6. Participate in production and training activities for Extended employees, when feasible and time permits, to observe and work with consumers.
7. Handle agency follow-up services necessary after consumer discharges or terminations, with written documentation in consumer
8. files.
9. Provision of instruction with consumers to enhance work ability. This may include areas such as telling time, making change, and some simple writing skills, as well as positive work habits and behaviors leading to increased productivity.



JOB OPENING:
Vocational Rehabilitation Counselor
(Continued)

1. Crisis, individual and group counseling, with specified caseload of consumers.
2. All case recording, including progress notes, critical incidents, Extended Employment reports and correspondence regarding consumers enrolled in the Extended Employment program.

Benefits:

Medical, Dental, Life, and 403(b)

Location:

Occupational Training Center
215 W. White Horse Pike
Berlin NJ, 08009

Contact:

In house applicants, please submit
resume to main office.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.