

## UW HEALTH JOB DESCRIPTION

### Rehab Counselor

Job Code: 900020	FLSA Status: Exempt	Mgt. Approval: M. Erdman	Date: September 2020
Department: Rehab Therapy		HR Approval: J. Tokarski	Date: September 2020

### JOB SUMMARY

The position of Rehabilitation Counselor is responsible for assisting individuals with disabilities to identify appropriate vocational, educational, and/or avocational goals by means of counseling, vocational assessment and evaluation, case management, job analysis and ergonomic assessments, and referral coordination. Vocational rehabilitation counseling services are provided primarily for inpatients and outpatients of the Rehabilitation Center of the University of Wisconsin Hospital and Clinics.

The senior vocational counselor provides clinical supervision for all counselor level activity and supervises the student internship program. The counselor functions as an integral member of the Occupational Rehab Department and the Rehabilitation Center working closely with the patient, patient family members, physicians, other staff members, insurance companies, employers and case managers. In addition, contacts and relationships exist between numerous community agencies, including but not limited to DVR Counselors, school guidance counselors, case managers, and other providers of vocational services. The development of external relationships is a significant and integral part of the incumbent's role. Frequent and timely communication with outside contacts is essential in the development of a vocational rehabilitation plan. The work is performed independently, and the incumbent utilizes the supervisor as a reference when needed for clarification of policy and procedure.

Problems encountered are of a moderate to high level of complexity. Solutions are brought about through innovative problem solving. Issues facing the incumbent are multi-faceted typically involving several parties and issues. Communication with employers and outside agencies is paramount, as is the ability to negotiate successful return to work plans.

### MAJOR RESPONSIBILITIES

1. Provides case management services in an independent manner for pediatric to adult patients both in the inpatient rehabilitation center and in the outpatient neurology service.
2. Provides vocational services including assessment, counseling, and case management in an independent manner for adolescent and adult patients in the Occupational Medicine Program.
3. Facilitates school reintegration for pediatric inpatient and pediatric burn rehabilitation center populations (ages birth -18).
4. Performs administrative functions in the vocational services section
5. Provides leadership to inpatient pediatric team regarding on-site

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Master's Degree in rehabilitation counseling, vocational rehabilitation, or counseling related fields.
	Preferred	
Work Experience	Minimum	Experience in the field of occupational medicine is desirable. Background and experience counseling individuals with severe physical disabilities is essential.
	Preferred	

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Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• Certified or eligible for certification by the National Commission of Rehabilitation Counselor Certification and/or National Certified Counselor Certification.</li> <li>• Current CPR certification.</li> </ul>
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Member or eligible for membership in the National Rehabilitation Counseling Association, American Rehabilitation Medicine and/or other professional counseling organization.</li> <li>• Member or eligible for Wisconsin Professional Counselor certification. Five years of related professional activity.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to work in a team environment, hospital and outpatient setting, and collaborate with a variety of professionals.</li> <li>• Considerable knowledge of insurance reimbursement systems, especially worker compensation.</li> <li>• Physical requirements ability to work at the sedentary (per DOT definition) level.</li> <li>• Ability to travel.</li> <li>• Leadership qualities to effectively supervise entry level vocational counselors and students.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight

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X	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:		Additional requirements for home health agency staff only: <ul style="list-style-type: none"> <li>• Must be able to travel in a vehicle up to 110 miles per day, visiting between 1-7 homes a day, to deliver personal care to patients.</li> <li>• Environmental status of patient homes and dwellings where care is delivered is variable and unpredictable.</li> <li>• Must be able to climb stairs and gain access to a variety of different dwellings to deliver care, in various inclement weather conditions including snow and ice.</li> </ul> Must be able to type on a laptop computer keyboard for medical record data entry associated with each patient visit and related documentation.		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.