



VOCATIONAL EVALUATOR

SCOPE OF WORK:

Work involves conducting initial assessments to determine type and degree of disability and special programs and services required.

DUTIES PERFORMED AT ALL LEVELS:

- Direct and/or assist clients in performing activities of an evaluation procedure.
- Select, administer, and score a variety of preliminary tests to measure individual aptitudes, educational achievements, perceptual motor skills, etc.
- Observe client's performance to determine strengths or weaknesses of factors such as aptitude, motivation, attitude, skill level, etc.
- Prepare written reports of client participation in evaluation activities, test results, and related behavioral aspects.
- Observe clients' behavior, social interactions, performance, and communication skills on various tasks in a workshop setting.
- Select, assign, and train clients on appropriate work tasks; establish individualized work behavior, training, or production objectives.
- Monitor and record client's progress toward established objectives in work area.
- Provide feedback to client workers; encourage, motivate and reinforce successful performance.
- Report progress to ward supervisor and/or vocational counselor.
- Manage production work; maintain patient productivity records and payroll.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

VOCATIONAL EVALUATOR I

4243

GRADE J

LEVEL DEFINITION:

Work at this level includes conducting evaluation/assessments and providing work adjustment services at all levels of complexity.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in vocational evaluation, vocational rehabilitation, psychology, counseling, social work, or human resource management (human service track); or a bachelor's degree in another field with coursework in one of the preceding major study areas. An associate degree in a certified occupational therapy assistant program and two years as a certified occupational therapy assistant, or a related industrial arts degree and two years of related work experience would also meet the minimum qualifications.

VOCATIONAL EVALUATOR II

4244

GRADE L

LEVEL DEFINITION:

Individuals in positions at this level direct and supervise the vocational assessments and work adjustment services of a state vocational services unit.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop testing procedures as needed; determine the need for further evaluation; and/or prepare final written evaluation documentation to include an analysis of all findings; may include recommendations for continued client rehabilitation.
- Direct and monitor the work of other evaluators; provide guidance and consultation in conducting evaluations and/or developing evaluation methodology; review final analysis and recommendations of other evaluators.
- Supervise and evaluate patient employment program staff and activities.
- Determine goals and objectives of the work unit, including the budget; ensure compliance with governing state and federal regulations, policies, and accepted practices within the field of vocational evaluation
- Represent the work unit to outside entities; conduct or participate in workshops and seminars.
- Serve as coordinator or liaison on vocational evaluation matters with other agencies or work units.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in vocational evaluation, vocational rehabilitation, psychology, counseling, social work, or human resource management

(human service track); or a bachelor's degree in another field with coursework in one of the preceding major study areas and four years of work experience in vocational evaluation duties. A master's degree with an area of study in vocational evaluation or vocational rehabilitation will substitute for two of the required years of work experience in vocational evaluation. An associate degree in a certified occupational therapy assistant program and two years of work experience as a certified occupational therapy assistant, or a related industrial arts degree and two years of related work experience would also meet the minimum qualifications.

Eff. Date:10/74

Rev: 1/75 – Minimum qualification change

Rev: 5/78 – Minimum qualification change

Rev: 5/92 – Minimum qualification change and complete rewrite

Rev: 5/97 – Rewritten to current format

Rev: 4/02 - Deleted two levels, revised minimum qualification, updated duties

Rev: 7/12 – Conversion to Hay System