

# **DIVISION OF WORKERS' COMPENSATION**

## **EMPLOYMENT OPPORTUNITY**

**POSITION:** Vocational Rehabilitation Consultant (Reemployment Services)

**BUREAU:** Employee Assistance

**PAY GRADE:** 21 (\$36,357.60 - \$77,058.12)

**LOCATION:** Tallahassee

**SPECIAL NOTES:**

This position requires a security background check, including fingerprinting, as a condition of employment.

**REQUIRED ENTRY-LEVEL Knowledge, Skills and Abilities (must bring to the job):**

Knowledge of Florida's Workers' Compensation Law pertaining to the reemployment of injured employees. Knowledge of vocational testing and test instruments. Knowledge of vocational rehabilitation process as it relates to purchasing client services. Knowledge of career planning techniques. Knowledge of job development and job placement strategies and techniques. Knowledge of the fiscal process in the reemployment

services program. Knowledge of the methods of data collection and analysis. Ability to communicate effectively. Ability to provide technical assistance regarding program and client issues. Ability to utilize problem solving techniques. Ability to assess test results and training needs. Ability to make and defend vocational assessment decisions. Ability to prepare various reports. Ability to monitor and maintain contracts and make recommendations in the procurement of reemployment services. Ability to understand and apply appropriate statutes, rules, policies and procedures. Ability to establish and maintain effective working relationships. Ability to use Division systems, personal computers, Microsoft Office software, and the Internet.

### **DESCRIPTION OF DUTIES:**

This position is responsible for providing professional consultation to Bureau customers and associates in the delivery of vocational benefits as outlined in Section 440.491, Florida Statutes. This position requires excellent oral/written communication, interpersonal, time management, and counseling skills.

- Provides consultation and technical assistance to internal and external customers. Assesses medical and vocational information to determine eligibility and to develop individualized services assist injured employees in obtaining suitable gainful employment. Provides direction and assistance to Insurance Specialists in delivering services to injured employees. Assists in determining eligibility for reemployment services through participation in vocational assessments.
- Provides counseling and guidance in career planning for injured employees. Coordinates or negotiates services leading to

successful employment outcomes. Provides consultation to district office staff regarding employer contacts and may serve as a liaison with employers. Provides job development and selective placement services and using a team approach facilitates and directs other placement activities.

- Determines services to be secured through professional services agreement, reviews report and conducts interviews with injured employees to ensure contracted deliverables are met and performs evaluations on contracted providers.
- Identifies, offers counseling and reports crisis cases. Refers to community-based organizations as appropriate for non-compensable workers' compensation related issues.
- Provides professional testimony.
- Performs other duties as assigned.