

Job Title: Vocational Rehabilitation Counselor
Reports to: Vocational Counselor Manager
Department: Vocational Rehabilitation
Hours: Full Time

Company Overview: VRS Disability Management is a New England based company focusing on Workers' Compensation, and Veterans Services. We perform a wide variety of services including Vocational Rehabilitation, Nurse Case Management, Fee Negotiations, and Hospital/Provider Audits.

Position Overview: The Vocational Rehabilitation Counselor is responsible for collaborating with all parties involved in the workers compensation claim process (client, attorneys, insurer, employer, medical providers, Department of Labor, etc.) to assist in returning injured workers to suitable employment. The ability to understand, follow and clearly communicate VR law, rules and policies is vital.

Workplace Environment: Home based office setting with frequent scheduled client meetings around states you are certified to provide services in (VT, MA, NH, ME, RI, CT).

Main Tasks and Responsibilities:

- Coordinate vocational case management with clients, attorneys, insurance carriers, physicians and employers.
- Entitlement Determinations (VT).
- Return to Work Plan Development following state guidelines.
- Conduct vocational assessment interviews and vocational tests as appropriate.
- Research training programs (if appropriate for the client and following RTW hierarchy), then coordinate participation and ensure success.
- Work with employers (past or potential) on modifications to job duties based on client's functional capacity when needed.
- May conduct job analyses or ergonomic assessments.
- Provide job searching skills training to clients. Includes completing applications (on-line and on paper), how to identify appropriate job leads, and interviewing skills including mock interviewing.
- Provide 60 days of post placement follow up services on successful RTW cases.
- Conduct labor market surveys and provide expert testimony on litigated cases.
- Maintain all case documents in CMS.
- Prepare detailed reports monthly, as per account guidelines
- Input own billing time in accordance with case activity and VRS billing practices.
- Maintain frequent contact with all parties to ensure that the case progresses.
- Complete necessary paperwork for each state's overseeing agency (DOL, OEVR)

Skills & Qualifications

- Broad knowledge and experience in DOL rules and regulations, CRCC Ethics, vocational assessments and evaluations, Return to Work Hierarchy, medical and psychological aspects of disability, labor markets, job accommodations, worksite modifications and job placement.
- Excellent skills required in case management, communication, counseling, coordinating services, writing, reading, observing, collaborating, and meeting reporting deadlines.
- Experience in job placement, and worker's compensation.

Education & Experience

- Required Education and Experience: Master's Degree in Rehabilitation Counseling or similar major (Psychology, Guidance Counselor) (see CRC eligibility).
- Minimum of six months experience as a vocational rehabilitation counselor in public or private rehab.
- Active affiliations: CRCC or CDMS or VT Certified Vocational Counselor or be eligible to obtain within 12 months of date of hire.
- Valid Driver's license and reliable transportation a necessity.
- Meet all vocational case management eligibility requirements of the state/jurisdiction of hire.
- Computer literacy required.

Personal Attributes

- Honest and trustworthy.
- Interpersonal skills.
- Flexible.
- Respectful to management, co-workers, and customers.
- Team player.
- Desire to learn and improve.
- Excellent organizational skills.
- Able to work independently.

Physical Demands: The Dictionary of Occupational Titles defines Vocational Rehabilitation Counselor (045.107-042) as a SEDENTARY physical demand position.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of VRS Disability Management.

March 2025