SINGLEHANDED
CONSULTING

Getting People Back to Work

www.shcvoc.com

Job Title: Vocational Rehabilitation Counselor Intern (VRC Intern)

Job Description

The Vocational Rehabilitation Counselor Intern (VRC Intern) is responsible for assisting injured workers and disabled individuals with a level of high-quality and consistent vocational rehabilitation services that help them return to work in a dignified manner. The VRC Intern will provide related case/disability management services to employers, insurance companies, and individual clients. They may provide career guidance/evaluation services to employers, agencies, or individual clients. Candidates must reside in the state of Washington to be considered for employment.

Join Our Team

If you are interested in helping others, providing guidance, and seeking professional growth and development opportunities, Single Handed Consulting (SHC) is the place for you!

SHC has a groundbreaking, revolutionary training program designed to provide you with a comprehensive learning experience that combines the convenience of an online curriculum with invaluable hands-on guidance from a dedicated instructor, guaranteeing your success.

Here's how it works:

- **Online Curriculum:** Access our state-of-the-art online platform from anywhere at any time. Dive into interactive modules, engaging videos, quizzes, and assignments tailored to your learning needs.
- **Hands-On Experience:** Gain practical skills and real-world insights through hands-on experience facilitated by our expert instructor. You'll apply theoretical knowledge to practical scenarios through live demonstrations, ensuring a deeper understanding of the subject matter.
- **Dedicated Instructor:** You'll be paired with a dedicated instructor who will guide you every step of the way. Whether you have questions about the coursework, need clarification on concepts, or require personalized assistance, your instructor will be there to provide one-on-one support and mentorship.
- **Personalized Feedback:** Receive personalized feedback from your instructor on your progress, assignments, and projects. This constructive feedback will help you identify areas for improvement and refine your skills, ensuring that you're continually progressing towards your goals.
- **Success Guarantee:** We're committed to your success. Our program will equip you with the knowledge, skills, and confidence needed to excel in the Vocational Rehabilitation field. Our comprehensive training approach, backed by dedicated instructor support, guarantees your success.

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Career Advancement

Vocational Rehabilitation Counseling is a quickly growing field that needs highly skilled professionals. As a VRC Intern/VRC, you possess the power to transform lives and guide individuals with disabilities or disadvantages toward rewarding careers and independence. Joining our team as a VRC Intern will allow you to grow and embark on a career that offers financial stability, a flex schedule, and the profound satisfaction of making a tangible difference in the lives of others. The VRC Intern position requires a minimum of two years (with a Bachelor's degree) or one year (with a Master's degree) experience AND passing the Certified Disability Management Specialist (CDMS) exam before transitioning to full VRC status. Within two years, a VRC Intern can transition to full VRC status. As a full VRC, the rate of pay increases to a salary range between $50,000-$100,000, depending on years of experience.

Education and Experience Requirement

- Minimum of a Bachelor's Degree.
- Must be able to pass the Certified Rehabilitation Counselor (CRC) or Certified Disability Management Specialist (CDMS) exam within 48 months of hire.

Primary Duties and Responsibilities

- Assist with case activities, case management and case resolution for vocational rehabilitation services.
- Provide internal support to supervising Vocational Rehabilitation Counselor, assisting with monitoring client treatments, making follow-up calls, scheduling appointments, preparing files, meeting with stakeholders, job development, and internet research.
- Arrange and provide enhanced vocational and rehabilitation services as needed.
- Become skilled in performing vocational research utilizing specific job-related resources.
- Learn and apply vocational counseling skills to develop rapport, assess the client's profile and coordinate activities to ensure timely resolution.
- Facilitate and monitor successful return to work of claimants within legal guidelines.
- Prepare correspondence and reports.
- Document activities and research completed.

Required Skills and Knowledge

- Ability to help customers/clients exercise informed choices to make collaborative decisions consistent with appropriate vocational rehabilitation practice.
- Proficiency with computers and Microsoft Office applications—particularly Word, Adobe, and Outlook.
- Knowledge of billable hour concepts or experience in a billable hour environment is a plus.
- Ability to navigate the use of a laptop and/or smart phone, including Wi-Fi.
- Effective time management, organizational and interpersonal skills.
- Strong professional communication skills, both written and verbal.
- Ability to work under pressure and meet deadlines.
- Ability to work in a paperless environment.
- Willingness to travel. A car and valid car insurance are required.

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Pay and Compensation
Hourly Wage: The VRC Intern position offers a competitive hourly wage between **$22-$28 per hour** during the initial training period, depending on experience.

Transition to Billable Hour Pay: Upon successful completion of the training period, the compensation structure transitions to a **billable hour model**, where the hourly wage increases to reflect the VRC Intern's billable case-related work.

This structure is designed to reward skill development and performance while providing growth opportunities as you progress in your role from VRC Intern to full VRC.

A competitive benefits package includes healthcare benefits, matching 401k, eight paid holidays, and PTO. This is a full-time position.

Equal Employment Opportunity
Single Handed Consulting is an equal opportunity employer and welcomes all qualified applicants regardless of gender, race, color, ethnicity, religion, disability, age, marital status, veteran status, sexual orientation or gender identity, AIDS/HIV or Hepatitis C status, pregnancy, political affiliation, or any other legally protected status. Single Handed Consulting is a drug-free workplace.

To Apply
Email a cover letter, resume, and a list of 2-3 references to **Natalya Putt** at **natalya@shcvoc.com**. If you have questions, email or call Natalya Putt at **360-339-5794**.