SINGLEHANDED
CONSULTING

Getting People Back to Work

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Job Title: Vocational Rehabilitation Counselor (VRC)

Job Description

The Vocational Rehabilitation Counselor (VRC) 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 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. Whether you're a beginner or an advanced learner, our curriculum is designed to accommodate all skill levels.
- **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.

Education and Experience Requirement

- Minimum of a Bachelor's Degree.
- Two years of paid experience as a vocational rehabilitation counselor providing services to Washington's industrially injured workers.
- Possess one of the following designations: Certified Rehabilitation Counselor (CRC) or Certified Disability Management Specialist (CDMS) with required relevant industrial insurance experience.

Primary Duties and Responsibilities

- Call or visit work sites to gather information to develop job analyses.
- Travel to meet clients for intake interviews and document signing.
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Develop rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.
- Monitor and record clients' progress to ensure that goals and objectives are met.
- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.
- Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
- Confer with physicians, psychologists, occupational therapists, and other professionals to develop and implement client rehabilitation programs.
- Arrange for physical, mental, academic, vocational, and other evaluations to obtain information for assessing clients' needs and developing rehabilitation plans.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.
- Develop and maintain relationships with community referral sources, such as schools and community groups.

Required Skills and Knowledge

- Demonstrate knowledge of and ability to interpret Washington State laws, rules and policies regarding vocational rehabilitation services.
- Ability to help customers/clients exercise informed choices to make collaborative decisions consistent with appropriate vocational rehabilitation practice.
- Experience working with angry or demanding people and success assisting them in redirecting anger or frustration into appropriate, functional behavior.
- 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.

Pay and Compensation

The salary range for this position is between $50,000-$100,000 per year, depending on experience. 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**.