

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.201
	STATE OF HAWAII	3.202
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	Minimum Qualification Specifications	3.204
	for	3.205

VOCATIONAL REHABILITATION SPECIALIST I, II, III, IV & V
(VOCATIONAL REHAB SPCLT I, II, III, IV & V)

Education/Experience Requirements

Any combination of Education and Experience, as described under Track A and B, is qualifying for the indicated class. However, applicants for positions at the Vocational Rehabilitation Specialist (VRS) III, IV, and V levels who perform, or are authorized to perform, direct counseling services as specified in the State Plan for Vocational Rehabilitation Services¹ must meet the requirements specified in Track A

Class	Track A	Track B
VRS I	Bachelor's degree from an accredited college or university.	Bachelor's degree from an accredited college or university.
VRS II	Successful completion of half of the required coursework towards a Master's degree in rehabilitation counseling accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).	In addition to the requirements for VRS I, one (1) year of General Experience.

¹ The State Plan for Vocational Rehabilitation Services required by the Rehabilitation Act of 1973, as amended, and the Federal regulations for the State Vocational Rehabilitation Services Program, and administered by the Department of Human Services, includes personnel standards for rehabilitation counselors, supervisors, and managers who perform or are authorized to perform one or more "counselor functions." "Counselor functions" covered by the State Plan, include: (1) Making an eligibility determination; (2) Approving an IPE and any amendments to the IPE; (3) Making the determination as to who is an individual with a significant disability; (4) Making the determination as to who is an individual with a most significant disability; (5) Making the determination, in consultation with the individual, of ineligibility; (6) Making the determination, in consultation with the individual, that the record of service of an individual who has achieved an employment outcome can be closed.

Class	Track A	Track B
VRS III	Current certification as a Certified Rehabilitation Counselor (CRC).	In addition to meeting the requirements for a VRS II, one (1) year of Specialized Experience. Such experience must have demonstrated the ability to develop training programs for persons with disabilities, to assist persons with disabilities in adjusting to the training program and/or work situation, and to place them in gainful employment, and working with disability cases ranging from simple to the moderately complex.
VRS IV	In addition to meeting the requirements for a VRS III, for the appropriate Track A or B, one (1) additional year of Specialized Experience which demonstrated the ability to provide the full range of direct service activities under general supervision. Such experience must have demonstrated the ability to independently develop training programs for persons with disabilities, to assist them in adjusting to training or work situations and demonstrated successful contacts with management for the placement of disabled persons.	
VRS V	<p>In addition to meeting the requirements for the IV level, for the appropriate Track A or B, applicants must have had a minimum of one (1) additional year of Specialized Experience. Such experience must have demonstrated the ability to independently develop training programs for persons with the most severe disabilities, to assist them in adjusting to the training program and/or work situation, and to place them in gainful employment. Additionally, current certification as a CRC is required for Track A positions. This level of experience must have provided the applicant with substantial knowledge of mental and physical diseases and disabilities in terms of the practical effects such disabilities have in placing the individual in employment.</p> <p>For some Vocational Rehabilitation Specialist V positions, supervisory aptitude may be required. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skill in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.</p>	

General Experience: Progressively responsible professional experience which has provided a general knowledge of training practices, techniques, and requirements in one or more occupations. This experience must have involved the application of two or more of the following kinds of knowledge and skills:

1. Interviewing techniques;
2. Knowledge of various occupations and their requirements;
3. Social casework techniques;
4. Knowledge of the causes and problems of persons with physical and mental disabilities;
5. Counseling and/or guidance; and
6. Tests and measurements.

Specialized Experience: One or a combination of the following types of professional experience:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training and placement of persons with disabilities into gainful employment.

Substitutions Allowed

1. Four (4) years of excess progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the bachelor's degree required for the class VRS I, Track B. To be acceptable, the experience must have been of

such scope, level and quality as to assure possession of comparable knowledge, skills and abilities. The experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

2. Applicants who possess advanced certificates or degrees (master's or doctorate) recognized by Commission of Rehabilitation Counselor Certification (CRCC) for certification as a CRC meet the requirements for VRS II, Track A.
3. Possession of a master's degree with specialization in rehabilitation counseling from an accredited college or university whose program is accredited by the Council on Rehabilitation Education (CORE) or CACREP and included successful completion of practicum and/or internship in vocational rehabilitation counseling, or possession of a comparable master's degree, may be substituted for one (1) year of General Experience and one (1) year of Specialized Experience, for Track B.
4. A master's degree from an accredited college or university in social work, psychology, counseling and guidance or a related field which does not include the specialization in rehabilitation counseling may be substituted for the experience required for VRS II, Track B.
5. Successful completion of graduate level coursework from an accredited college or university which included courses in psychology, counseling and guidance, or related fields may be substituted for the General Experience on the basis of fifteen (15) semester credit hours for six (6) months of General Experience, for Track B.
6. Successful completion of graduate level coursework from an accredited college or university which covered topics pertinent to vocational rehabilitation counseling may be substituted for the Specialized Experience on the basis of fifteen (15) semester credit hours for a maximum of six (6) months of Specialized Experience, Track B.
7. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis, for Track B.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that

he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes VOCATIONAL REHABILITATION SPECIALIST I, II, III, IV AND V (VOCATIONAL REHAB SPCLT I, II, III, IV and V), which were approved on January 09, 2006.

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Raynell Gee
for RYKER WADA, Director
Department of Human Resources Development