



Certified Rehabilitation Counselor (CRC)

Job LocationsUS-NY-Jamaica, Remote

of Openings

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Job Function

Operations

Job Schedule

Regular Full-Time

Job Introduction

- If the selected candidate lives in NY, candidate will be required to work onsite from the 92-31 Union Hall St 4th Floor Jamaica, New York office.
- If the selected candidate lives outside of NY state, candidate will work remotely.

Salary: \$70,000.00/year

Job Description Summary

Certified Rehabilitation Counselor (CRC) is a Specialist in Rehabilitation Counseling that demonstrates and possesses the minimum acceptable knowledge and practice of their profession as determined by the Commission on Rehabilitation Counselor Certification (CRCC) and has passed the CRCC examination to become certified as such.

Job Summary

Essential Duties and Responsibilities:

- Conduct a comprehensive Vocational assessment using TABE testing, vocational interest, skill testing, observations of work related behaviors, structured interviews and other tools identified as necessary by the CRC.
- Utilize professional knowledge and expertise to create an Individualized Vocational Plan based on the assessment and work related reasonable accommodations as applicable, which will dictate the services to be provided to the client by other vocational staff.
- Apply professional judgment to determine the required hours of engagement in vocational activities based on the results of the individual's assessment.
- Develop summary reports of assessment findings and interpretations, employment related assets and limitations, vocational and educational goals, and responsibilities of the client and provider.
- Serve as a Subject Matter Expert in Vocational Rehabilitation.

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- Provide guidance to case management staff on serving the client and conduct follow up assessments and update Vocational plans as necessary .
- Maintain records and prepares reports and correspondence related to the work.
- Perform other duties as may be assigned by management.

Minimum Requirements:

- Master's degree required, preferably in social work or a related field, such as psychology, vocational rehabilitation or occupational rehabilitation from an accredited institution.
- Minimum one (1) year experience in counseling or training and/or combination of work experience.
- Certified Rehabilitation Counselor (CRC certified) required.
- Ability to effectively communicate, counsel and motivate individuals with medical and /or mental health conditions that affect their employability.
- Excellent organizational, interpersonal, written, and verbal communication skills.
- Ability to successfully execute many complex tasks simultaneously.
- Ability to perform comfortably in a fast-paced, deadline-oriented work environment.
- Ability to work as a team member, as well as independently.
- Ability to understand and follow internal policies, city, state and federal regulations.