

VRP3 COORDINATOR RESPONSIBILITIES

- **Consults with other professionals regarding consumer needs/issues.**
- **Obtains medical/psychological information to make a recommendation regarding consumer eligibility for services.**
- **Secures the necessary diagnostic assessment documentation to identify functional limitations to employment and make recommendation regarding the order of selection decision.**
- **Counsels eligible people with disabilities toward increased functioning and mutually agreeable vocational goals based on an assessment of interest, values, capabilities and vocational handicap.**
- **Prepares a comprehensive assessment incorporating consumer informed choice, medical/psychological information and outcomes from vocational rehabilitation assessments to determine appropriate vocational rehabilitation goals.**
- **Develops with eligible people with disabilities a comprehensive individual written vocational rehabilitation program (IPE).**
- **Obtains approval for RSC eligibility, order of selection decisions, IPEs, Plan amendments and case closure via the RSC vocational rehabilitation counselor liaison.**
- **Initiates the vocational rehabilitation program via the ORSC case management system and monitors ongoing vocational rehabilitation process.**
- **Coordinates job placement and or job retention activities which may include job seeking skills training, job search and job coaching services.**
- **Utilizes community resources when available to assist in the vocational rehabilitation process for eligible consumers.**
- **Manages caseload to assure timely service provision and status movement based on the individual needs of eligible consumers.**
- **Adheres to consumer confidentiality throughout the vocational rehabilitation process.**
- **Maintains case records according to ORSC policy and federal and state regulations.**
- **Documents individual progress in ORSC case management system.**
- **Appropriately conducts case closure as required by individual consumer needs and RSC policies.**