

Position Description – Rehabilitation Service Professional – Vocational (RSP Voc)

Position Description

Position title	Rehabilitation Service Professional – Vocational (RSP Voc)
Location	Remote – All regions
Reports to	RSP Team Manager – Vocational
Direct reports	None
External Stakeholders	None
Travel requirements	No travel requirements

Position purpose

The RSP Voc evaluates the Participant’s current and potential vocational abilities through assessment of the Participant’s physical, cognitive, and psychological abilities to create an objective vocational analysis for transferable skills and employability.

The RSP Voc collaborates with the Rehabilitation Service Specialists (RSSs) and other RSPs as needed to gather evidence to evaluate the Participant’s overall capacity for employment and earning potential for Employability and Earnings Capacity Assessments (EECA), and additionally for the purposes of completing Transferable Skills Analysis (TSA), that can be used to guide the Rehabilitation Plan goals.

Success measures

Customer/Stakeholder Satisfaction	<ul style="list-style-type: none"> Provides participant-centered service in collaboration with the Participant and Rehabilitation Service Specialists (RSSs) to achieve successful program outcomes
Financial Performance	<ul style="list-style-type: none"> Meets monthly projected billable hours
People & Team Satisfaction	<ul style="list-style-type: none"> Provides exceptional responsiveness and time management to achieve program goals and targets Provides objective and evidence-based conclusions that follow program standards and guidelines
Operational Performance	<ul style="list-style-type: none"> Completes comprehensive, accurate and timely reports to identify Participants’ overall capacity for work
Program Outcomes	<ul style="list-style-type: none"> Ensures participants achieve meaningful and sustainable improvements in their Quality of Life through engagement in the six functional domains of well-being

Core Responsibilities:

Assessment	<ul style="list-style-type: none"> • Reviews referral information and Participant files to ensure information is thorough and clearly identifies Participant and referral objectives • Ensures appropriate forms and releases are completed • Conducts Vocational Assessments (may include Initial Vocational Assessments, Transferable Skills Analyses, Employment and Earnings Capacity Assessments, Vocational Evaluations) based on review of Participants’ education, training, and experience and in consideration of functional limitations or restrictions • As appropriate, determines the needs and types of specialized and ad hoc assessments that may be required to accurately evaluate Participants’ overall employability and present evidence supporting the recommendations • Conducts thorough reviews of information provided by RSSs and other RSP reports available to formulate recommendations supported by the objective evidence • Responds to Participants and/or RSS DEC unit concerns or complaints promptly
Teamwork	<ul style="list-style-type: none"> • When needed, consults with RSPs to confirm the presence or absence of a functional impairment impacting a Participant’s overall well-being
Analysis	<ul style="list-style-type: none"> • Follows approved processes and program requirements to support completion of analyses and recommendations
Documentation	<ul style="list-style-type: none"> • Completes comprehensive case notes of all consultations and information obtained in assessments • Completes summaries of specialized and ad hoc assessments in accordance with contract requirements • Develops final reports that clearly answers the referral questions with objective evidence to support conclusions and opinion • Submits appropriate reports according to established standards and timelines • Complies with program requirements for confidentiality
<i>Other duties as required, including going beyond the job description whenever necessary</i>	

Capabilities and experience

Essential Requirements:

- A Bachelor’s degree in Psychology, Counselling, Kinesiology, Rehabilitation, or a related field
- Must hold one of the following designations:
 - A current designation as a Certified Vocational Rehabilitation Services Professional (CVRP) or a Certified Vocational Rehabilitation Services Professional – Fellow (CVRP-F)
- A minimum of three (3) years’ experience in the direct provision of vocational rehabilitation services (or a combination thereof) to Participants including the following:
 - Experience in conducting medical, psycho-social, or vocational rehabilitation assessments;
 - Experience working with persons living with mental or physical health problems creating barriers to civilian life;

- Experience analyzing and interpreting medical, psycho-social, or vocational assessments and making recommendations based upon critical analysis of information leading to the development of a comprehensive plan and program of care

Note: *In Québec, for the delivery of vocational rehabilitation or vocational assistance services the following requirements apply:*

- Career Counsellors registered with the *Ordre des conseillers et conseillères d'orientation du Québec*.
- Strong computer skills
- Thorough knowledge of local labour markets
- Employment conditional on obtaining federal security clearance – Reliability Status.

Preferred Criteria:

- Bilingual (French / English) – considered an asset



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WCG is committed to providing an accessible, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise us if you require accommodation in advance of any part of the recruitment and selection process.

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