A. BRIEF OVERVIEW OF AGENCY SETTING

Montana Vocational Rehabilitation Services (MVR) serves people with disabilities who because of their disability have difficulty in obtaining and/or keeping a job. Since MVR is an eligibility program, a MVR counselor is required to certify that a person is eligible for services before services can begin. MVR provides services such as, training, job modification, technical assistance, job placement and counseling and guidance in order to assist a person in obtaining and/or keeping a job.

B. DESCRIPTION OF CLIENT GROUP

MVR services people who have a physical, mental, or emotional disability.

C. LEARNING OPPORTUNITIES

1) completing certifications of eligibility for consumers
2) completing rational summaries for goal and services for consumers
3) completing individual written rehabilitation plans for consumers, utilizing all comparable benefits that are available to the consumer
4) facilitating job placement of consumers by talking to the consumers about being job ready and by discussing the consumer’s progress with their placement specialist
5) demonstrate knowledge about the use of the MVR fee schedule and comparable benefits

D. EXPECTATIONS OF STUDENTS

During the internship, the intern will demonstrate that he/she has developed the following knowledge, skills and abilities:

1) KNOWLEDGE- knowledge of principles and practices of counseling techniques; career development; human behavior; labor market information; casework practices and principles; medical and psychological terminology; physical and psychological aspects of the disabled; employment limitations; community resources; social and economical problems; planning, organization, and administrative techniques; federal and state rehabilitation laws; public relations and fiscal budgeting.

2) SKILLS- skill in written and verbal communications – written communication is grammatically correct and understandable; professional counseling and guidance; interviewing techniques; administration and interpretation of vocational assessment tools; rehabilitation coordination; medical and psychological aspects of individuals with disabilities, experience with WORD and OUTLOOK.
ABILITIES - ability to apply basic principles of rehabilitation to exercise professional judgment in evaluations and decision making; communicate effectively, both verbally and in writing; interpret medical and psychological information in relation to vocational implications and make professional decisions based on this information; work independently; apply innovative techniques to the rehabilitation program; and establish and maintain effective working relationships with consumers, families, co-workers and other professionals.