A. BRIEF OVERVIEW OF AGENCY SETTING
Our mission is to promote work and independence for Montanans with disabilities. Vocational Rehabilitation provides a broad range of services to assist, find or maintain employment for eligible individuals with disabilities.

The types of services provided are based on what is needed to get and keep a job. Services MAY include some of the following.

• Evaluation Services – Medical, psychological, and vocational evaluations may be used to determine your rehabilitation needs, limitations, interests and abilities.
• Career Counseling and Guidance Services – Using the evaluation information, you and your counselor will develop an individualized plan for employment (IPE) outlining the services you require to get and keep a job.
• Medical or Psychological Services – These services may be available on a limited basis should you need them to get and keep a job.
• Training – Vocational Rehabilitation may coordinate and help fund such services as on-the-job training, job coaching, business/trade school, college or other vocational programs if you need them to qualify for employment.
• Job Development and Placement Services – Vocational Rehabilitation will provide assistance to help you with your job search.
• Rehabilitation Technology – You and your counselor may identify and obtain adaptive aids or equipment necessary to help you get or keep a job. For example, computer adaptations, workstations, modifications, etc.
• Post Employment Services – Once you are employed, support services related to your disability may be provided to help you keep your job.
• Referrals – Vocational Rehabilitation can coordinate with other programs and services to increase your opportunities for employment.

For some Vocational Rehabilitation services, you must meet financial criteria.

B. DESCRIPTION OF CLIENT GROUP
Montanans who have physical, cognitive, psychiatric and/or learning disabilities
C. LEARNING OPPORTUNITIES

1. Developing an understanding of different disabilities and the impact on employment
2. Completing Certifications of Eligibility for clients
3. Completing Rational Summaries for Goal and Services for clients
4. Developing Individual Rehabilitation Plans with clients
5. Facilitating job placement of clients with employment agencies
6. Learning guidance and counseling techniques to assess work readiness and motivation
7. Demonstrating knowledge about the use of the MVR fee schedule and comparable benefits

Developing an understanding of various community agencies that provide social services

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.