



## **Independent Vocational Assessor & Rehabilitation Specialist**

### **Main Functions**

- Conduct psychometric testing and personal interviews with injured workers or LTD insurance claimants in order to identify alternate occupations for which an individual is suited by education, training, work history and transferable skills; taking into consideration abilities, restrictions/limitations and demonstrated test scores
- Measure the individual's current level of social and emotional functioning, potential for further education and employment aptitudes
- Present results and solutions in a comprehensive written report

### **Job Responsibilities**

- Establish contact and maintain comfortable professional rapport with injured worker or claimant throughout the entire vocational assessment process including: appointment scheduling, interviewing, test administration and follow-up, if required
- Administer, score and interpret psychometric tests including: Academic, Aptitude, IQ, Personality, Vocational Interest, and other standardized tests
- Conduct personal interview with injured worker or claimant to evaluate transferable skills and identify any potential return to work barriers
- Research appropriate alternate suitable occupations (direct entry or with additional training/education) for worker based on current vocational test profile using the NOC (National Occupation Code System), Working In Canada, Career Counselling professionals and other appropriate resources
- Present test results in a comprehensive written report
- Conduct Transferable Skills Analysis for Long Term Disability Carriers, including wage, labour market research and occupational recommendations in order to identify suitable occupational options based on education, experience and physical level of functioning using the National Occupational Classification (NOC); present results in a comprehensive written report
- Regional travel within Ontario for in-person assessments or utilize virtual technology for out of province/remote location assessments
- Liaise with office manager, coordinator, interpreter and other outside agencies to ensure consistency and accuracy of assessments is maintained
- Understand and adhere to company Code of Conduct, Crisis Intervention, and Privacy policies and procedures

### **Qualifications**

- Post-secondary education program in Psychology, Vocational Rehabilitation or other related field
- RRP or CVRP designation or willing to pursue

- Minimum of 2 years working as a Vocational Assessor or Rehabilitation Professional
- Superior oral and written communication skills
- Superior interpersonal skills and ability to quickly identify, assess and accommodate assessment environment to ensure comfort is maintained for worker or claimant
- Proficient computer ability, including MS Word and virtual platforms
- VRA Membership
- Errors & Omissions and Commercial General Liability Insurance Holder
- Professional liability insurance
- Maintain a safe and secure home-based office
- Access to a vehicle