



## Vocational Rehabilitation Consultant

**Metrics Vocational Services** is a Canadian owned vocational rehabilitation company, in operation since 2010, specializing in case management and vocational services. We offer client-centred and business focused case management and vocational assessment services. We are focused on returning the client to work in a timely and safe manner while providing supportive services at every step of the return-to-work process. Our high touch approach and proactive strategies are critical to achieving positive outcomes. We are looking for independent Vocational Rehabilitation Consultants who are interested in operating as Sub-Contractors in a work from home capacity.

As a Vocational Rehabilitation Consultant your responsibilities are:

- Accept referrals and review the documentation provided by the referral source
- Interview the individual either in-person, over the phone or via a virtual platform
- Complete a comprehensive report of your findings, including a critical analysis from all sources of information to evaluate the individual's level of function and employability
- Develop a proactive rehabilitation plan that is timely and cost effective, to address any return-to-work barriers
- Implement the rehab plan through early and proactive stakeholder engagement to support the individual's recovery with the goal of future return to work
- Make appropriate and timely internal and external referrals for assessments, services and programs and monitor outcomes regularly
- Promote an individual's self-efficacy through goal setting and motivational style interviewing with a focus on function
- Provide regular documentation and reporting to the referral source as well as relevant stakeholders involved
- Independently manage a caseload of files with a focus on assisting individuals to achieve gainful employment
- Achieve quality service standards for satisfaction, timely delivery of service, and outcomes

### Qualifications

- Minimum of 3 years of experience in a relevant field: vocational rehabilitation, disability management, occupational health
- Relevant college diploma or undergraduate degree; such as in Psychology, Sociology, Occupational Therapy, Physiotherapy, Career Development, Social Services, Vocational Rehabilitation, Kinesiology or a combination of relevant experience and education

- Member in good standing with an associated regulatory body: Registered Rehabilitation Professional (RRP), Certified Vocational rehabilitation Professional (CVRP), Return to Work Disability Manager (RTWDM), Canadian Certified Vocational Evaluator (CCVE), Return to Work Coordinator (CRTWC), Certified Disability Management Professional (CDMP), Canadian Certified Rehabilitation Counsellor (CCRC), Certified Canadian Counsellor (CCC), Physiotherapy, Occupational Therapy, Nursing, Kinesiology

### **Relevant Skills**

- Excellent analytical and professional writing skills
- Strong ethical standards, practices, and professional integrity
- Ability to multi-task and work in a dynamic and fast paced environment, demonstrating superior oral and written communication skills, solid organizational skills, and the ability to coordinate with several vocational programs simultaneously

### **Other Requirements**

- Maintain a safe and secure home-based office
- Access to a vehicle
- Professional liability insurance