

UPWARD MOBILITY PROGRAM
Annotated Guide

Title: Rehabilitation Case Coordinator I

Position Title Code: 38141

Salary Grade: RC-014-07

Credential or Certificate: Certificate

User Agency: Human Services

A Rehabilitation Case Coordinator I receives case management instruction necessary for successful coordination of client case records and documents for rehabilitation counselors in an agency file counseling office. Employees perform routine clerical tasks in maintaining client files, records, and documentation pertaining to service delivery activities. Incumbents must follow State, Federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data. Employees must also monitor client case status, maintain case files, type case letters and reports, compile and prepare related case reports as requested.

Desirable Training and Experience

Completion of four years high school plus one year clerical related experience, which must include typing or equivalent training and experience.

Tests and Weights

Written Test 100%, plus Qualifying Typing Test. Candidates must demonstrate ability to type from a copy at a minimum net rate of 40 words per minute.

Location of Positions

This position is located in various vocational rehabilitation regions throughout the state. Positions are located in Adams, Champaign, Coles, Cook, DeKalb, DuPage, Franklin, Jackson, Jefferson, Kane, Knox, Lake, LaSalle, Macon, Madison, McDonough, Peoria, Rock Island, St. Clair, Union, Vermilion, Whiteside, Will, and Winnebago.

8/98 Content Revisions

6/08 Salary Revised