

**LOUISIANA REHABILITATION COUNSELORS  
SUPERVISORY WORK EXPERIENCE PLAN**

**PREFACE:**

The purpose of the Supervisory Work Experience Plan (S.W.E.P.) is to provide for the partial fulfillment of the requirements for licensure of an individual as a Licensed Rehabilitation Counselor (L.R.C.) that have been prescribed by Act 555\* established by the Board of Examiners of the Licensed Professional Vocational Rehabilitation Counselors (L.P.V.R.C.)

**GOAL:**

The major goal is to broaden one's perspective of the practice of Vocational Rehabilitation counseling through actual work experience in a realistic work setting with supervision and pragmatic assistance provided by a designated L.R.C.

**OBJECTIVES:**

- I. Explore and enhance as many aspects of vocational rehabilitation counseling as possible using actual cases and files in a realistic working environment with review and support from an L.R.C.
- II. Keep abreast of innovative rehabilitation techniques
- III. Establish a working rehabilitation philosophy.
- IV. Use of Case Management concept.
- V. Develop and expand counseling and interviewing skills.
- VI. Use of actual cases to improve and develop skill level.
- VII. Demonstrate knowledge in defined areas.
- VIII. Use of rehabilitation theories of vocational rehabilitation counseling and method of counseling.
- IX. Refine interpersonal skills with clients and others.
- X. Demonstrate effectiveness with clients through client interviews or case recording.
- XI. Establish quality and quantity of work load: Sound decisions, thoroughness, and interactive planning.
- XII. Establish professional conduct: Punctual, handle pressure, utilization of timing, etc.
- XIII. Establish an understanding of ethics in rehabilitation counseling.
- XIV. Cite and recommend areas needing improvement after licensure.

In an effort to accomplish the above Goals and Objectives, the following procedures and strategies will take place:

- A. Trainee must file an "Application of Intent" to be licensed.
- B. Describe setting and characteristics of clients.

- C. Nature of Supervision: Type and frequency of meetings; where and under what conditions.
- D. Supervisory Evaluation to be submitted to the Board quarterly and at the end of two years and five years as approved.
- E. Completion of the following Core areas within the prescribed time.
- F. Four hours per month of “face-to-face” conference with trainee and supervisor.

**CORE AREAS:**

1. **Counseling and Interviewing:** Includes theories and techniques in vocational and affective counseling; foundations of interviewing, principles of human behavior and behavior modification modalities.
2. **Foundations and Philosophy of Rehabilitation:** Includes basic principles of rehabilitation; history of rehabilitation philosophy and legislation, rehabilitation counseling ethics and disability conditions. Requires knowledge of:
  - a. Sociocultural aspects of disability.
  - b. Civil and human rights decisions and legislation.
  - c. Rehabilitation legislation.
3. **Client Assessment:** Includes all major areas of client information:
  - a. Principles, types and techniques of assessments.
  - b. Interpreting assessment results and resources of assessments.
4. **Occupational Information and Job Analysis:** Requires knowledge of job analysis and labor market survey to include:
  - a. Transferable skills analysis.
  - b. Job development and placement.
  - c. Career exploration and guidance.
  - d. Sources of occupational information.
5. **Job Development and Placement:** Includes occupational and labor market information; job development, job seeking skills, placement and follow-up.
6. **Disability Insurance Compensation Systems:** Requires knowledge of the different types of insurance coverage and the services pertaining to such coverage to include:
  - a. Policy limitations.
  - b. Settlement structures.
  - c. Differences between various disability programs.
  - d. How to acquire current information in this area.
7. **Forensic Rehabilitation Applications:** Requires knowledge of the role of expert witness:
  - a. Concepts of ethics.
  - b. Potentials for role conflict within the legal process.
  - c. Deposition process.
  - d. Nature of questioning used to obtain testimony.
  - e. The characteristics of legal protocols that arise in the rehabilitation process within disability insurance compensation systems.

8. **Cost Containment and Resources Acquisition:** Requires knowledge of the cost effects associated with treatment of various disabling conditions:
  - a. Resource utilization.
  - b. Sources of information related to cost benefits
  - c. Methods and techniques used when negotiating fees for service and/or equipment.
  - d. Sources of available materials regarding information.
9. **Planning Service Delivery:** Includes synthesis of client information, rehabilitation plan of development, knowledge of service delivery, and identification of community resources for assessment.
10. **Participants and Service Applications within Disability Insurance Systems:** Includes such topics as:
  - a. Medical terminology.
  - b. Medical case coordination.
  - c. Knowledge of legal and insurance terminology.
  - d. Essential responsibility of all involved parties.
  - e. Limitations imposed on attaining maximum versus vocational rehabilitation goals.
11. **Service Delivery:** Requires knowledge of such topics as:
  - a. Types and purposes of rehabilitation programs.
  - b. Rehabilitation services components.
  - c. Variables affecting rehabilitation outcomes.
  - d. Concepts of confidentiality and privacy.
  - e. Medical and vocational implications of disability conditions.
12. **Concepts of Tests and Measurement:** Requires knowledge including:
  - a. Basic diagnostic assessments.
  - b. Fundamentals of evaluation.
  - c. Utilization of evaluation results in the rehabilitation process.
13. **Rehabilitation Service Programs:** Requires knowledge of the types of rehabilitation programs to include:
  - a. Work adjustment and work hardening.
  - b. Retraining services.
  - c. Other rehabilitation components.
14. **Interviewing and Communication Principles:** Requires knowledge about methods of communicating with clients, peers and other professionals to include building rapport, interviewing and written communications.
15. **Differential Diagnosis and exposure to Various Disabilities and Medical Aspects:**
16. **Development of Life Care Plans:**
17. **Weekly Face-to-Face Supervisor/Trainee Meeting:**

The following instructions will assist in the completion of the Supervisory Work Experience Plan.

- 1) Form to be completed after Counselor has formally applied for licensure, completing application and submitting necessary documentation and fee.
- 2) Counselor will be sent a temporary I.D. counselor card if all other requirements are met, except years of supervised work experience, and successfully passing designated tests(s).

- 3) Form is to be utilized to rate Counselor on a monthly basis and is to be **signed, initialed, dated and submitted on a quarterly basis** to the L.R.C. office with a copy to Counselor. The Supervisor shall retain the original for each subsequent quarter.
- 4) Core areas are to be completed according to the required number of hours for each area. Refer to frequency on left of CORE areas and enter a check for each area that has achieved the required hours. Only enter the Core areas that are completed and evaluated each month.
- 5) The Board realizes that all Counselors are not exposed to all Core areas due to the nature and type of their employment and job functions. Please address the Core areas that are pertinent to Counselor's employment situation as diligently as possible. Also, remember that this is not **in-service** training but real time experience in an actual work setting.
- 6) During the last quarter of Counselor's Supervisory Work Experience Plan, there will be a Board review with the Supervisor and Counselor and at least two L.P.V.R.C. Board members.
- 7) Any applicant can count prior supervised experience retroactive to January, 1990. Application for credit of prior experience must be by December 31, 1991.

Act No. 555 Chapter 53. - Rehabilitation Counselors  
#3443. Definitions

- (3) "Practice of rehabilitation counseling" means rendering or offering to individuals, groups, organizations, or the general public rehabilitation services in private practice for compensation involving the application of principles, methods, or procedures of the rehabilitation counseling profession which include but are not limited to:
  - a. "Rehabilitation counseling" which means assisting an individual or group, through the counseling relationship, to define vocational goals, and to plan actions reflecting his or their interests, abilities, aptitudes, and needs as these are related to rehabilitation concerns, educations progress, and occupations and careers.
  - b. "Referral activities" which means the evaluating of data to identify vocational problems and to determine the advisability of referral to other specialists.
  - d. "Vocational rehabilitation services" which includes, but is not limited to, vocational assessment, vocational counseling, education, and training services, including on-the-job training, self-employment plans, job analysis, and job placement. For purposes of this Chapter, "vocational assessment" includes, but is not limited to, the administration, interpretation, and use of single scale screening tests of intelligence and tests of education, achievement, personal traits, interests, aptitudes, abilities, language, adaptive behavioral tests and symptom screening checklist, solely to define vocational goals and plan actions as related to rehabilitation concerns, educational progress, and occupations and careers.

COUNSELOR: \_\_\_\_\_

LRC-S NO: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

LRC NO: \_\_\_\_\_

**QUARTERLY SUPERVISORY WORK EXPERIENCE PLAN**

	<b>Core Area/ Recommended Minimum Quarterly Hours</b>	<b>Month/ Year</b>	<b>Month/ Year</b>	<b>Month/ Year</b>
***	*****			
1.	Counseling and Interviewing (8 hrs)			
2.	Foundations and Philosophy of Rehabilitation (4 hrs)			
3.	Client Assessment (8 hrs)			
4.	Occupational Information and Job Analysis (10 hrs)			
5.	Job Development & Placement (6 hrs)			
6.	Disability Insurance Compensation Systems (3 hrs)			
7.	Forensic Rehabilitation Applications (4 hrs)			
8.	Cost Containment & Resources Acquisition (3 hrs)			
9.	Planning Service Delivery (6 hrs)			
10.	Participants & Service Applications Within Disability Insurance Systems (4 hrs)			
11.	Service Delivery (6 hrs)			
12.	Concepts of Tests & Measurements (4 hrs)			
13.	Rehabilitation Service Programs (3 hrs)			
14.	Interviewing & Communication Principles (3 hrs)			
15.	Differential Diagnosis & Exposure to Various Disabilities & Medical Aspects (4 hrs)			
16.	Development of Life Care Plans (2 hrs)			
17.	Weekly Face-to-Face Supervisor/Trainee Meeting (12 hrs)			

This is to certify that the Counselor has been exposed to and demonstrated a working knowledge and competence in these areas. **(This form must be received by the Board office within thirty (30) days from the end of each quarter.** Please mail to P.O. Box 41594; Baton Rouge, LA 70835-1594.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)