



# Example of Rehabilitation Specialist Job Description

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Our innovative and growing company is hiring for a rehabilitation specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for rehabilitation specialist

- Responsible for management of purchase orders, creating consumer files, invoicing, communicating to Texas Workforce Commission Workforce Solutions Vocational Rehabilitation Services (WSVRS) staff and consumers regarding scheduling of appointments, entering invoice data, following up on payments, and communicating with accounting
- Responsible for understanding TWC VRS contract rules, ensuring rules are maintained in the creation of files, responding to overpayments, ensuring timely return of reports, and alerting students and/or faculty when rules are not met
- Responsible for managing patient files and moving files to intermediate storage
- Responsible for patient registration and check-in/check-out in Epic
- Supervises students on file management and billing for WSVRS
- Assist in developing proactive health initiatives for the workforce
- Maintain a measuring and monitoring program in accordance with Safety and Health Management System to address key occupational hazards
- Identify 'at risk' work practices and develop and implement alternative safe work practices
- To ensure legislative compliance in relation to the management of workers compensation claims
- Proactively manage all workers compensation claims in consultation with injured/ill worker, CMI, treating practitioners, site supervisors/management and other stakeholders

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- Associate's degree in Computer Science, Business Administration or Engineering
  - One (1) year experience of providing leadership to users and managing systems
  - Two (2) years' experience conducting meetings, preparing status reports, and supporting user/team members with problem solving, coordinating activities and solutions with application vendors and project leaders
  - Two (2) years' experience in system problem solving and solution analysis, purchasing/implementing systems, testing programs / systems, and writing of User documentation
  - BA with 4 years' experience specific to working with young children with severe emotional/behavioral challenges
  - A.A.degree in above fields, plus six (6) years in a mental health setting