

# Roles and Responsibilities of the Vocational Rehabilitation Counselor (VRC) for COOP

- Communicate with WEC at the start of the school year to coordinate scheduling of potential COOP student meetings.
- Notify students/parents of scheduled meetings by phone, mail, e-mail, etc.
- Determine student eligibility for VR services.
- Provide needed documentation to WEC such as copy of the student's IPE, and letter of VR eligibility.
- Contact students on a monthly basis or as indicated in the IPE to discuss progress at work and school.
- Provide students with vocational guidance and counseling for successful post-school outcomes.
- Speak to students regarding employability, soft skills, time management, career exploration, post-secondary education/training, and other topics related to successful employment and career development.
- Speak to parents/students individually and/or in group settings regarding pre-employment transition services, the VR COOP program, and VR services post-graduation.
- Observe students participating in other on or off-campus work-related settings when applicable.
- Participate in the development of the student's IEP as it relates to transition, employment, and career planning, to include providing information regarding VR services, and coordinating goals and objectives of the IEP and COOP services outlined in the IPE.
- Assist WEC with local job development by providing job leads for students, as determined appropriate.
- Visit student at the COOP job site and observe student progress on-the-job, as determined appropriate.
- Counsel the student about employment/post-secondary training and education opportunities, prior to the student exiting the school setting.
- Speak to local organizations with WEC about the COOP Program, and work-based learning.