

Private Sector Rehabilitation Services  
PO Box 44326  
Olympia WA 98504-4326

Created in collaboration with the Vocational Advisory Group

The vocational intern supervisor is responsible for teaching, coaching, mentoring, and staffing cases. To establish consistency, expectations have been created for supervisors. These expectations include a phased approach to learning to help interns gain foundational knowledge and build skills needed to become proficient as a vocational rehabilitation counselor (VRC).

This approach to vocational skill development begins with introductory content and evolves through observation, active learning, and demonstration. This approach is flexible, but includes the following during each phase:

- Supervisors and firm managers use this document as a guide to assess the intern's ability to learn and acquire skills to become a proficient VRC by the end of their internship. Firms may modify the training structure outlined below. However, the expectation is that all phase aspects are covered.
- For engagement activities in all phases, start by having the intern observe. Next, the intern works in tandem with the supervisor or with an assisting VRC with the supervisor observing. Finally, the supervisor observes the intern's skills and provides necessary support. Upon successful completion, an intern is ready to perform engagement skills independently.
- Each phase lists the minimum topics that must be covered. Phase 1 must be completed first. The remaining phases may be performed concurrently. Revisit each phase as needed. An intern can't be the lead on any referral until all phases are complete. This does not impact how or when an intern is counted in the firm's capacity.
- Introduce industry knowledge, counseling, and community resource development in Phase 1, and revisit at each phase as the intern learns to apply their knowledge.
- Ensure current L&I communications, resources, and trainings are shared.

The intern must demonstrate the skills developed through observation, participation, and supervised independent practice prior to marking any item complete by checking the corresponding box, entering the date and your initials. Submit this document every 6 months via email to [PSRS@Lni.wa.gov](mailto:PSRS@Lni.wa.gov) until the internship is complete.

# Phase 1 – Vocational Recovery Services

Date Completed Initials

## Overview of State Fund vocational services

- What is work disability?
- Principles of work disability prevention

_____	_____
_____	_____

## Foundation Topics

- Washington workers' compensation laws and rules
- Claim and Account Center (CAC), including eVOC
- L&I vocational stakeholders (VSS, CM, PSRS, VDRO, other staff)
- The purpose of vocational services

_____	_____
_____	_____
_____	_____
_____	_____

## Human services skills

- Counseling techniques
- Important questions to ask our clients
- Worker-centric approach
- Motivational interviewing/engagement and activation
- Community resources
- Substance abuse and mental health
- Suicide Prevention training

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Features, advantages, benefits, and integration of other available programs

- [Worksource Washington](#)
- [Job Accommodation Network \(JAN\)](#)
- [Preferred Worker Program](#)
- Knowledge of Behavioral Health Interventions (BHI)
  - o [Structured Intensive Multidisciplinary Programs \(SIMP\)](#)
  - o Work rehabilitation – work conditioning / hardening
  - o [Masters level Therapists \(MLTs\) Pilot](#)
  - o [Activity coaching](#)
  - o [Progressive Goal Attainment Program \(PGAP®\)](#)
- Medical coordination / facilitation
- [Claim Resolution Settlement Agreements](#)
- [Washington Stay at Work Program](#)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Explanation of vocational Services

### Vocational Recovery (VR)

- Review [WAC 296-19A-050](#)
- Job modifications
- [Pre-job accommodations](#)
- Engagement versus case progress

_____	_____
_____	_____
_____	_____
_____	_____

[Vocational Recovery Reference manual](#) and [VR Plan](#)

[Quality Assurance Elements](#)

---

---

**Trainings and Resources**

[Work Disability 101](#)

[Vocational Recovery Plan](#)

[Beyond the Injury: Beyond the Pain](#)

[Vocational Recovery Reference Manual](#)

---

---

---

---

---

**Phase 2 – Ability to Work Assessment (AWA)**

Date Completed Initials

**Prevention of work disability**

Application of principles of work disability prevention

Ongoing development of vocational recovery skills and techniques

Identification of psychosocial risk factors

Utilization of benefit programs and community resources

---

---

---

---

---

**Human services skills**

Critical conversations and application of counseling techniques

Grief and loss in workers' compensation

---

---

**Explanation of vocational services**

Ability to work assessment (AWA)

Review [WAC 296-19A-065](#)

Job modifications

[Pre-job accommodations](#)

Work history documentation (includes Employment Security Department Records)

Transfer skills analysis

Vocational testing and analysis

Analysis of likely to benefit from plan development services

[Quality Assurance Elements](#)

---

---

---

---

---

---

---

---

---

---

---

**Trainings and Resources**

[Work Disability 101](#)

[Vocational Recovery Plan](#)

[Beyond the Injury: Beyond the Pain](#)

[Vocational Recovery Reference Manual](#)

---

---

---

---

---

### Phase 3 – Plan Development (PD)

Date Completed Initials

#### Prevention of work disability

- Application of principles of work disability prevention
- Ongoing development of vocational recovery skills and techniques
- Identification of psychosocial risk factors
- Utilization of benefit programs and community resources

_____	_____
_____	_____
_____	_____
_____	_____

#### Human services skills

- Goal setting and life change strategies

_____	_____
-------	-------

#### Explanation of vocational services

Plan development (PD)

- Review [WAC 296-19A-090](#)
- [Pre-job accommodations](#)
- Understanding prior Option 2
- [Option 1 versus Option 2](#)
- [Creation of a vocational plan](#)
- Job and career exploration
- [Quality Assurance Elements](#)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### Training and Resources

- [Work Disability 101](#)
- [Vocational Recovery Plan](#)
- [Beyond the Injury: Beyond the Pain](#)

_____	_____
_____	_____
_____	_____

### Phase 4 – Plan Implementation (PI)

Date Completed Initials

#### Prevention of work disability

- Application of principles of work disability prevention
- Ongoing development of vocational recovery skills and techniques
- Identification of psychological risk factors
- Utilization of benefit programs and community resources

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### Human services skills

- Coaching strategies
- Adult learning

_____	_____
_____	_____

#### Explanation of vocational services

Plan implementation (PI)

- Review [WAC 296-19A-110](#)
- Plan modification
- [Pre-job accommodations](#)

_____	_____
_____	_____
_____	_____

- Understanding prior Option 2
- [Option 1 versus Option 2](#)
- [Quality Assurance Elements](#)

_____	_____
_____	_____
_____	_____
_____	_____

**Training and Resources**

- [Work Disability 101](#)
- [Vocational Recovery Plan](#)
- [Beyond the Injury: Beyond the Pain](#)

_____	_____
_____	_____
_____	_____

<b>Intern</b>		
I _____ attest that I have working knowledge of items marked above Intern Name		
and have performed the above items provided over the course of my internship.		
_____	_____	_____
Intern Signature	Provider Number	Date signed

<b>Supervisor</b>		
I _____ attest that I have provided direction, education, training, and Supervisor Name		
supervisor to _____ during the course of their internship and they have Intern Name		
performed all aspects of a vocational rehabilitation counselor intern marked above and have a working knowledge of all the requirements to be a vocational rehabilitation counselor.		
_____	_____	_____
Supervisor Signature	Provider Number	Date signed

<b>Firm Manager/QA Representative</b>		
I _____ attest that the supervisor, _____ Printed Name Supervisor Name		
has provided direction, education, training, and supervision to _____ Intern Name		
Over the course of their internship they have successfully demonstrated the ability and working knowledge of the requirements marked above to be a vocational rehabilitation counselor.		
_____	_____	_____
Firm Manager/QA Representative Signature	Provider Number	Date signed