

**CLASSIFICATION:** VOCATIONAL REHABILITATION SPECIALIST

**Class Code:** 9732-26

**Date Established:** 12-15-93

**Occupational Code:** 7-7-9

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To plan and evaluate rehabilitation programs and program services in order to revise policies and procedures and monitor the effectiveness of service delivery.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Reviews changes in federal and state laws relative to vocational rehabilitation and reviews methods of compliance to ensure adherence to guidelines and regulations.
- Develops and assesses rehabilitation programs to enhance the delivery of vocational rehabilitation services to eligible clients.
- Plans and coordinates studies to monitor effectiveness of available rehabilitation services.
- Plans and delivers training and technical assistance to improve the quality of service delivery.
- Negotiates and monitors contracts with supportive employment programs to ensure compliance with stated timelines and functions.
- Coordinates the participation of consumers, parents, families and advocates in the development, implementation, and evaluation of rehabilitation services.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major study in a field directly related to vocational rehabilitation. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' experience in a vocational rehabilitation setting as a counselor or specialist with responsibility for planning and program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Must be eligible to hold a New Hampshire driver's license and/or have access to transportation for use in statewide travel.

**RECOMMENDED WORK TRAITS:** Considerable knowledge of the concepts and applications of vocational rehabilitation. Knowledge of research and planning techniques. Ability to understand laws and regulations. Ability to perform statistical analysis. Ability to instruct professional and technical personnel. Ability to communicate effectively. Ability to establish and maintain effective working relationships with local, state and federal officials and personnel of subcontractors. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.