

CLASSIFICATION: VOCATIONAL REHABILITATION SUPERVISOR

Class Code: 9735-25

Date Established: 07-01-63

Occupational Code: 7-7-9

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To supervise subordinate employees in the development and delivery of vocational rehabilitation programs and services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises the operation of a regional vocation rehabilitation office with responsibility for evaluating employee work performance.
- Reviews the work of Rehabilitation Counselors and subordinates assigned to office to insure proper caseload management and that case process is in accordance with existing policies.
- Conducts Fair Hearings/Administrative Reviews guided by relevant state and federal laws, policies and regulations.
- Teaches vocational rehabilitation practices to professional rehabilitation staff, and clarifies rehabilitation policy and procedures to insure the effective delivery of service to disabled clients.
- Authorizes the expenditure of funds for client services.
- Consults and negotiates agreements with other human services agencies and vendors to coordinate, monitor and evaluate program activities.

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 direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

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.

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 coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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 major study in rehabilitation counseling, vocational guidance, social work, psychology, sociology, or education. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional 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 at the graduate level only.

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

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices of public administration. Knowledge of the principles and practices of supervision. Knowledge of federal and state laws and regulations and the state plan regarding vocational rehabilitation. Knowledge of the concepts and applications of vocational rehabilitation. Ability to understand laws and regulations. Ability to instruct professional and technical personnel. Ability to plan and coordinate the development of plans, policies and procedures. Ability to interpret and explain pertinent provisions of laws, rules and regulations. Ability to ascertain facts and obtain information by personal contact and observation in monitoring programs. Ability to express ideas clearly and concisely both orally and in writing. Ability to establish and maintain effective working relationships with governmental officials, subordinate employees, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the 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.