

**REHABILITATION OFFICE SUPERVISOR****Nature of Work**

Under administrative direction, performs administrative and supervisory work in charge of a local Rehabilitation Services or Disability Determination Services office. Supervises the work of professional, clerical, and support staff in providing rehabilitation services or disability determination services to client population. Performs related work as required.

**Distinguishing Characteristics**

This class is established for positions having supervisory responsibility for a branch office in rehabilitation services or disability evaluation services. Typically, the position involves a significant amount of time in supervision of professional, clerical and support staff. Excluded from this class are satellite or branch offices having one Rehabilitation Counselor and support staff.

**Examples of Work**

- Plans, supervises and coordinates the work activities of professional/technical, consultative and clerical employees in a branch office.
- Develops, maintains and coordinates client service support programs in the area of assignment.
- Maintains current awareness of overall trends of vocational rehabilitation and new approaches, techniques and equipment in rehabilitation services.
- Serves in a liaison capacity with appropriate allied agencies, organizations and client advocacy groups.
- Oversees the identification of program needs, goals and the development of new programs in rehabilitation services.
- Maintains good public relations with the local community and allied organizations through public speaking engagements and consultative work with such organizations; oversees the development and dissemination of informative literature in the area of assignment.
- Oversees and participates in staff development activities in the area of assignment.
- Participates in the development of budget requests and supports the upgrading of personnel and program resources in area of assignment.
- Explains programs and provides information to clients and public.

**Knowledge, Skills and Abilities**

- Knowledge of philosophy, laws and regulations underlying vocational rehabilitation or disability evaluation.
- Knowledge of the rehabilitation process including procedures, methods, techniques and practices for service delivery.
- Knowledge of the function, organization and regulations in the area of assignment.
- Knowledge of vocational adjustment problems of the handicapped.
- Knowledge of the principles of personnel and fiscal management

**REHABILITATION OFFICE SUPERVISOR (CONT'D)**

Skill in making oral and written presentations relating to vocational rehabilitation or disability evaluation programs.

Skill in preparing detailed reports and proposals relating to rehabilitation or disability evaluation programs.

Ability to manage the delivery of vocational rehabilitation services according to state and federal regulations and agency policy.

Ability to assign, review and evaluate the work of others.

Ability to establish and maintain effective relationships with professional and lay persons, and allied groups.

Ability to utilize data in the evaluation of service delivery in the area of assignment.

**Minimum Qualifications**

**TRAINING:** Master's degree from a regionally accredited college or university in rehabilitation counseling, counseling and guidance, social work, nursing, special education, or related behavioral science or human service field.

**EXPERIENCE:** Four years of full-time or equivalent part-time paid professional experience in vocational rehabilitation.

**PROMOTIONAL:** Bachelor's degree from a regionally accredited college or university with seven years of combined full-time or equivalent part-time paid experience as a Rehabilitation Counselor Senior, Rehabilitation Counselor Certified, Rehabilitation Counselor and Rehabilitation Counselor Trainee with the employing agency.

**Minimum Qualifications Disability Determination Services Only**

**TRAINING:** Bachelor's degree from a regionally accredited four-year college or university.

**EXPERIENCE:** Four years of experience determining eligibility for disability benefits, including two years in an administrative or supervisory capacity.

**PROMOTIONAL:** Two years of experience as a Disability Evaluation Specialist, Senior with the employing agency may substitute for the required administrative or supervisory experience.

Established: 12/1/1991

Revised: 07/16/1992; 03/28/1994, 12/01/2015, 01/06/2017

Effective: 01/06/2017