

REHABILITATION SERVICES MANAGER 1

Nature of Work: Under administrative direction, performs complex administrative, managerial and supervisory work with responsibility for a major rehabilitation services program. Reports to the Deputy Director.

Distinguishing Characteristics: The scope of responsibility in this class typically includes the Deputy Administrator and Assistant Administrator of Admissions and Counseling; Client Services; Medical Services or Instructional Services at the Rehabilitation Center or as District Supervisor in Disability Evaluation Services; Chief, Rehabilitation Services or District Supervisor in Rehabilitation Services. This class is further distinguished from the Rehabilitation Program Specialist class by scope and complexity of program and the number and level of employees managed.

Examples of Work

- Plans, supervises and coordinates the work activities of supervisory, professional/technical, consultative and clerical employees in the area of assignment.
- 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 statewide planning for the evaluation of existing rehabilitation programs and the development of new rehabilitation programs.
- 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.

REHABILITATION SERVICES MANAGER 1 (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- Knowledge of philosophy, laws and regulations underlying vocational rehabilitation.
- 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.
- Skill in preparing detailed reports and proposals relating to rehabilitation programs.
- 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 district.

Minimum Qualifications

- Training:** Master's degree from an accredited college or university.
- Substitution:** Experience listed below may be substituted for the graduate training on a year-for-year basis.
- Experience:** Four years of full-time or equivalent part-time paid professional experience in vocational rehabilitation, including two years paid experience in an administrative or supervisory capacity.

Established: 12/1/91
Revised: 7/16/92, 8/29/94, 2/15/96
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