REHABILITATION SERVICES MANAGER 3

Nature of Work: Under general direction, performs complex professional administrative and managerial work with responsibility for a major statewide rehabilitation services program or as administrator of the West Virginia Rehabilitation Center. Reports to the Deputy Director, Division of Rehabilitation Services. Performs related work as required.

Distinguishing Characteristics: This class is established for positions responsible for statewide programs in rehabilitation services, disability evaluation or as administrator of the West Virginia Rehabilitation Center.

Examples of Work
Develops and oversees the implementation of client service 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, objectives and the development of new programs in rehabilitation services.
Maintains good public relations with 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.
Plans and coordinates the work activities of supervisory, professional/technical, consultative and clerical employees in the area of assignment.
Oversees and participates in staff development activities in the area of assignment.
Assists in the development of agency budget requests and advocates the upgrading of personnel and program resources in area of assignment.
Interacts with regional and federal officials in the development and monitoring of programs in the area of assignment.
Knowledge, Skills and Abilities
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 making oral and written presentations relating to vocational rehabilitation programs.
Skill in preparing detailed reports and proposals relating to rehabilitation 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 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: Seven years of full-time or equivalent part-time paid professional experience in vocational rehabilitation, including two years in an administrative or supervisory capacity.