

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.

REHABILITATION SERVICES MANAGER 3 (CONT'D)**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 vocation 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.

Established: 7/16/92
 Title Changed: 2/15/96
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