

**DIRECTOR, REHABILITATION SERVICES****Nature of Work**

Under general direction, performs expert level work administering the Vocation Rehabilitation program for the State of West Virginia. Performs related work as required.

**Examples of Work**

Administers the program of rehabilitation services which may be medical psychological, social and/or vocational; delegates duties to key staff in program operations, program administration and communications when possible. Plans and implements new programs for the division; evaluates new and on-going programs.

Develops policies for the agency that are within the guidelines of the West Virginia Code, Rehabilitation Act of 1984, Social Security Act, and federal regulations.

Oversees the establishment and operation of rehabilitation facilities.

Writes and presents reports pertaining to rehabilitation activities and programs to the State of Board of Education, Governor, legislature and other special groups.

Meets with legislative committees concerning functions and budgetary needs of the agency.

Oversees personnel recruiting and training; appoints personnel.

Oversees the development and execution of agency budget.

Establishes and maintains good public relations; works with consumers; conducts staff meetings; works with federal officials; answers complaints.

Makes regulations governing the protection of records and confidential information, the manner and form of filing applications for vocational rehabilitation services and eligibility requirements.

**Knowledge, Skills and Abilities**

Knowledge of state and federal standards, practices, methods and procedures in programs for the rehabilitation of disabled persons.

Knowledge of current developments and trends in the field of rehabilitation.

Skill in oral and written communications.

Ability to establish and maintain effective relationships with other professionals, subordinates, employees from other agencies, government officials and clients.

Ability to plan, implement and evaluate rehabilitation programs.

Ability to comprehend and follow the West Virginia Code, Rehabilitation Act of 1984, Social Security Act, and federal regulations.

Ability to work with legislative committees.

**DIRECTOR, REHABILITATION SERVICES (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to oversee the completion of reports and present them to groups.

**Minimum Qualifications**

TRAINING Master's degree from an accredited college or university in vocational rehabilitation or closely related field.

SUBSTITUTION Experience as 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 experience in vocational rehabilitation, three years of which must have been in an administrative capacity at a level equivalent to Rehabilitation Services Manager I.

Established: 7/16/92

Effective: 8/16/92