

REHABILITATION PROGRAM MANAGER

KIND OF WORK

Management of a professional vocational rehabilitation direct service or field support program.

NATURE AND PURPOSE

An employee in this class is responsible for the management of a direct service or field support program of the Division of Vocational Rehabilitation which provides independent living services; promotional, technical and informational services; or program and agency evaluation, research, planning, EDP and management support services to the operating program of the agency. Responsibility extends to the direction of several rehabilitation specialties providing specialized support services to the Division's counseling and administrative staff. This will require supervision of program and technical staff. Responsibility also extends to directing the development of policies and procedures and may involve the allocation of financial resources. Work is reviewed in terms of results achieved by higher level management (second level management) staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assures compliance with all vocational rehabilitation related federal and state legal requirements in the specific areas of program responsibility.

Develops, staffs and manages a direct service or field support program to ensure that support services are provided to management and field staff.

Integrates new developments from federal and other state sources into the ongoing operation of Vocational Rehabilitation so that new and creative approaches in vocational rehabilitation can be implemented.

Assures appropriate budgets are prepared and maintains control over the allocation of funds so that fiscal activity provides responsible, effective program application and administrative compliance.

Participates in policy-making decisions and program development so that the continually changing needs of the agency can be met.

Designs, develops and implements models, systems and techniques so that agency effectiveness can be assessed and improved.

Designs, directs and implements operational studies so that management needs of the agency are met.

Recommends changes in programs, client services and management systems to assure optimum utilization of services.

Establishes criteria, seeks applicants and selects committee members for advisory bodies so that consumer concerns are adequately represented.

Directs consumer relations activities in the specific area of program responsibilities in order to enhance public relations.

Effectively represents the Division as directed before legislative committees.

Directs the development of State plans in order to comply with federal regulations

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

At least one vocational rehabilitation specialty area such as job placement, independent living, program evaluation and others.

The vocational rehabilitation process and service delivery system.

The federal and state laws and regulations that relate to vocational rehabilitation.

Ability to:

Direct and supervise the complex work of professional and support personnel in a direct service or field support program.

Utilize management techniques effectively.

Integrate a variety of concepts into an operational program.

Establish and maintain effective working relationships and secure the cooperation of all levels of management, supervisory and professional staff with the division and with other cooperating agencies and the general public.

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Former Title(s): Rehabilitation
Program Supv.