

## REHABILITATION FACILITY DIRECTOR

Positions in this class direct a large vocational rehabilitation facility providing rehabilitation services including all or most of the programs in adjustment services, workshop, vocational evaluation, counseling, vocational training, as well as a residential unit. All facilities have some degree of each of the programming components to serve clients with a variety of severe developmental or emotional, social, maladjustment, and physical handicaps. Adjustment services training is the primary training emphasis with a variety of areas oriented toward shaping normative behaviors that will render clients employable. Employees plan services and consult with various officials of Mental Health, Correction Institutions, Community Colleges, and schools on third party agreements.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees meet annually with the supervisors of the various program components (i.e. Counselor in Charge, Adjustment Services Supervisor, Vocational Evaluation Specialist, Workshop Supervisor) to assess the number of cases served, trend of needs, and the potential shift or redesign in training areas; meet with the Regional Director to learn projections and focus of emphasis from State programming level; review past goals to see what can change; and meet with management from Division of MH, DD, and SAS, Corrections, and Community Colleges to review population needs and expectations from Vocational Rehabilitation. Utilizing the designated agency planning process, employees establish goals and project program continuation, on a year to two-year basis.

Organizing and Directing - Once goals are established and the program objectives set with each program area, employees meet regularly with the supervisors to review policy/procedural changes from the State office, problems with units, and coordination of services. Employees modify program emphasis or redirect the level or techniques of training based on continuing feedback from staff and third party management.

Budgeting - Employees project budget needs based on goals and program changes, including case service funds, staff, space, supplies and equipment, and maintenance. Budget remains basically the same. Employees receive a monthly printout on budget spending (including case services), and recommend transfers to the Regional Director.

Training - Employees train supervisory staff regarding specific new training techniques or policies on rehabilitation and coordinate training needs for professional skill development with Rehabilitation Education Specialist.

Setting Work Standards - Employees are responsible to establish goals with the counselors on the number of clients to be served annually with quality standards set by the State Office Management; establish internal standards and procedures on type and quality of services in evaluation, adjustment, etc., and the flow between work units.

Reviewing Work - Employees continuously assess quality of each program component through weekly/bi-weekly meetings with facility program supervisors to review program status/progress and problems; monthly meetings with third party management teams for feedback on integration of services; and on-site observations/meetings in the unit. Monthly statistical reports are received on facility services and budget and quarterly reports from the cooperating agencies.

Counseling and Disciplining - Employees delegate disciplinary action to supervisory personnel up to final written warning. Employees issue final written warning and dismiss employees, keeping the Regional Director informed during the process.

Performing Other Personnel Functions - Employees make final recommendations on hiring, performance evaluations, merit raises, promotions, and demotions to the Regional Director for approval. Recommendations are rarely overturned.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is subject to occasional changes in State/Federal guidelines in conjunction with focus in population to be served (i.e. severely disabled); initiates program adaptation/changes occasionally. Broad program changes occur infrequently.

Variety of Work Supervised - Employees technically supervise the comprehensive rehabilitation process which entails planning for and administratively directing the related aspects of adjusting training, workshop instruction, residential services and counseling services.

Number of Employees Responsible For - 30 to 50

III. EXTENT OF SUPERVISION RECEIVED: Employees meet monthly with the Regional Director who must approve any major organizational or program direction change. Work is monitored through numerous monthly and quarterly reports on caseload statistical summaries, caseload service expenditure summaries, MBO reports, casework services summaries, budget and annual program progress reports.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees are responsible for providing programs during daily working hours and also on a 24 hour basis where the facility has a residential component. Employees may have positions assigned to a satellite location in a field unit.

V. JOB REQUIREMENTS:

Knowledge, Skills, and Abilities - Considerable knowledge of Federal and State laws, rules, and regulations pertaining to vocational rehabilitation; of vocational programs and services; of rehabilitation practices, principles and techniques. Considerable knowledge of administrative and management principles; methods of program evaluation; and principles of program planning and budgeting. Thorough knowledge of casework management; guidance and counseling; and the psychosocial implications of providing services to physically and mentally disabled individuals. Thorough knowledge of medical terminology. Ability to establish and maintain cooperative working relationships with clients, agency staff, and peer professionals in public and private settings. Ability to administer and coordinate multiple rehabilitation service programs representing a variety of caseload types.

Minimum Training and Experience - Master's degree in rehabilitation counseling or rehabilitation psychology and two years of experience in rehabilitation counseling or a vocational rehabilitation services program with at least one year of experience in supervision, preferably of a rehabilitation services program; or graduation from a four year college or university with a degree in rehabilitation counseling and four years of experience in rehabilitation counseling or a vocational rehabilitation services program with one year of supervision or coordination of a vocational rehabilitation services program; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority for positions in this class, but may not be applicable to all positions.