

REHABILITATION PROGRAM COORDINATOR

DESCRIPTION OF WORK

This is consultative and coordinative work in the vocational rehabilitation of the physically, mentally, or emotionally handicapped.

Employees serve as staff program specialists responsible for assisting in the initial development and continuing evaluation of statewide vocational rehabilitation programs or direct and coordinate the development of vocational rehabilitation services in a large state agency having a cooperative agreement with the state vocational rehabilitation agency. Work is performed independently under the administrative supervision of a rehabilitation assistant director or agency director and is reviewed through periodic conferences and reports to determine the successful development of a specific program.

EXAMPLES OF DUTIES PERFORMED

Serves as staff program specialist and assists in administering a statewide rehabilitation program in such areas as education, social services, trust fund, corrections, mental health, audiology, and workshops; plans and formulates policies, standards, and procedures in assigned specialization and submits them to higher level supervisors for approval.

Provides guidance and direction to specific statewide rehabilitation programs; interprets to the public and interested personnel the objectives of the specialized program and promotes public interest through various information channels, meetings, with special interest groups, and other media.

Meets regularly with directors and other field personnel to discuss and plan together for promoting and improving established program services as well as expanding services into new areas; assists field personnel in establishing short and long term goals for specialized programs and periodically reviews progression toward these goals; consults with field personnel on budget, equipment, and personnel needs of programs.

Provides consultation, coordination and information on vocational rehabilitation principles, programs, and processes to administrative heads and other personnel in agencies having cooperative agreements with the state vocational rehabilitation agency; assists staff specialists and other administrative personnel in the state rehabilitation agency in the development of cooperative programs and advises them on cooperating agency's programs, needs, and long range objectives. Performs related work as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of methods and practices of vocational rehabilitation, counseling, planning, and guidance.

Considerable knowledge of federal and state laws pertaining to vocational rehabilitation and related services.

Considerable knowledge of the rehabilitation program area or agency to which assigned.

Ability to plan, implement, and coordinate a statewide program of rehabilitation services.

Ability to establish and maintain effective working relationships with the public, departmental staff, and co-workers.

Ability to exercise tact, initiative, and judgment in dealing with people.

Ability to express oneself clearly in oral and written form.

Minimum Education and Experience

Graduation from a four-year college or university and five years of experience in vocational rehabilitation services; or graduation from a four-year college or university and four years of experience in vocational rehabilitation services, supplemented by at least two years of experience in guidance, education, social work or related field; or a master's degree in rehabilitation counseling and three years of experience in vocational rehabilitation services; or a master's degree in guidance, education, social work, or a related field and four years of experience in vocational rehabilitation services; 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 of positions in this class, but may not be applicable to all positions.