

## ADJUSTMENT SERVICES SUPERVISOR

Positions in this class provide immediate supervision to instructor positions involved in assessment and training of adjustment services for clients with a variety of emotional, mental, social, maladjustive, and physical handicaps in a vocational rehabilitation facility. Employees provide the professional educational expertise for the program in: developmental assessment techniques; task analysis and module writing; and training methods and techniques. Work includes evaluation of client population needs, proposing new training programs, and coordinating the training with other program components.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees recommend new instructional areas or revision of current areas (i.e., woodshop, nurses aide, home economics, business machines vs. typing) to the director. Recommendations are based on analysis of the problems identified by instructors, counselors, or hospital/center or-correction staff regarding types of clients, changes in population and in their needs. Employees will project design, equipment, and staff responsibilities. Training basically remains the same.

Organizing and Directing - Employees review and discuss the clients' individual evaluation and adjustment plans with the designated instructor; reschedule classes as needed in order to stay abreast with the changing needs of both the client and referral sources; review workload and reassign accordingly. Employees make personnel reassignments, work location changes, reporting methods, and procedural changes. Most planned changes are discussed and reviewed with the Director in advance. Employees may fill in on a given occasion in the event of a subordinate's absence. Employees initiate implementation of new instructional techniques and overall program changes as they affect this particular area of service delivery.

Budgeting - Employees make recommendations to the Director on personnel, space, supply, and equipment based on the present and projected needs of the clients, staff, and the referral sources. They can order supplies and equipment to be used throughout the adjustment training areas. Employees maintain and monitor expenditures for the overall training areas throughout the fiscal year.

Training - Employees assess staff members' training needs based on the program goals and coordinate these needs through the director with the regional Educational Specialist. Employees may pull training resources and services from the institution or community referral resources for on-the-job training regarding specific job content (i.e., characteristics of particular emotional disturbances or a new instructional technique).

Setting Work Standards - Employees are responsible to see that the goals (evaluation or adjustment) are carried out for the adjustment training areas as assigned; participates in establishing work standards, policies, and procedures as a member of the vocational rehabilitation facility management team; may make recommendations to the director on needed policy changes when it adversely affects the effectiveness of the adjustment areas.

Reviewing Work - Employees provide weekly administrative and technical review of instructors through staff meetings; periodic observation in work areas; review of the modules and the instructional techniques and methods used in the various areas; and evaluation of the quality and level of service provided. Other review occurs as problems are identified by the vocational rehabilitation management team, counselor, institution staff, or the unit staff.

Counseling and Disciplining - Employees counsel subordinates regarding performance and may issue oral and written warnings. More serious problems are referred to the Director.

Performing Other Personnel Functions - Employees recruit, interview, and make recommendations on new employees to the director with considerable influence; approve or disapprove leave; prepare performance evaluations and make recommendations on the staff for merit raises.

II. SCOPE AND NATURE OF WORK SUPERVISED: Work involves providing technical educational supervision for a group of instructors varying from 6 to 30 which are providing services in assessment and adjustment training. Having the various levels of physical, emotional, and vocational handicaps requires a broad development and selection of modules and tasks in the subject areas to meet individual needs. Guidelines may change when the agency redirects the broad focus and emphasis of the facility. The training areas remain mostly stable.

III. EXTENT OF SUPERVISION RECEIVED: Monthly reports are given to the Director to keep him/her aware of the number of clients served, types and level of services, and activities offered. Weekly problems or concerns are discussed at the management team meeting. The Director approves organizational and/or program changes.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees supervise staff working in a unit within a facility on a normal daily schedule of 8 to 5. Staff is stable.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Considerable knowledge of philosophy, purpose, scope, and function of adjustment service in vocational rehabilitation. Considerable knowledge of principles and philosophy of education and teaching techniques. Considerable knowledge of principles of adjustment and programming techniques. Considerable knowledge of normal and abnormal behavior as it relates to acceptable social standards. Ability to establish class schedules and plan programs of instruction. Ability to organize work and supervise implementation.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in education or in human service field including 15 semester hours in teaching techniques and philosophy, and two years of experience providing instruction requiring task analysis, or in teaching; or a master's degree in education or rehabilitation and one year of experience as a rehabilitation counselor or a teacher or an equivalent combination of education and experience.