

## REHABILITATION CASEWORK SUPERVISOR

### DESCRIPTION OF WORK

Work in this class involves the supervision and coordination of rehabilitation casework services in a geographical area composed of several or more unit offices and/or facility programs. Employees are responsible for selecting, developing and evaluating case-service personnel in order to ensure that quality and comprehensive vocational rehabilitation services are provided to handicapped clients. They work concurrently with appropriate program specialists and cooperating agency officials in the coordination and evaluation of the various rehabilitation programs within a region. Work is performed independently under the general supervision of a regional director and is reviewed through periodic conferences and reports.

### EXAMPLES OF DUTIES PERFORMED

Supervises the development of all non-independent counseling practitioners creating an instructional/developmental atmosphere; interprets policies, procedures, regulations, standards and laws in the Federal and State Manual.

Reviews and discusses with counselor all proposed services; approves rehabilitation plan, authorizations to vendors, and acceptance and closure of cases.

Interviews, screens and recommends employment of counselors and support personnel; evaluates and prepares performance evaluations on all service delivery staff.

Determines and recommends to the Regional Management Team the assignment and adjustments of counselors and support personnel serving the different disability groups.

Coordinates and approves with the Rehabilitation Education Specialist all training needs and resulting travel for case service personnel.

Meets with all cooperating agencies to plan and evaluate mutual rehabilitation programs.

Performs related duties as required. .

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Thorough knowledge of techniques and practices of rehabilitation counseling planning, guidance, and placement services.

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

Thorough knowledge of the techniques of interviewing, job placement, and employment opportunities.

Thorough knowledge of rehabilitation casework services and the established policies and procedures regulating rehabilitation service delivery.

Thorough knowledge of casework procedures associated with all disability groups.

Considerable knowledge of services available to individuals from public and private programs.

Ability to communicate effectively with professional rehabilitation workers in teaching and critiquing.

Ability to codify or re-design rehabilitation casework procedures.

Ability to develop and monitor quality and quantity control rehabilitation procedures.

Ability to prepare and explain comprehensive reports on rehabilitation casework procedures.

#### Minimum Education and Experience

Graduation from a four-year college or university and three years of administrative or supervisory experience in a rehabilitation service program; or a master's degree in vocational rehabilitation or closely related field and two years of administrative or supervisory experience in a rehabilitation service program; or an equivalent combination of education and experience.