

REHABILITATION ASSISTANT REGIONAL DIRECTOR

DESCRIPTION OF WORK

This is administrative work in assisting a Regional Director in managing vocational rehabilitation programs for the physically, mentally, and developmentally disabled. Employees serve as members of the Regional Management Team in formulating program goals and policies for the Region and may represent the Regional Director, as needs dictate. Work includes assisting in the overall management functions of the Region as delegated by the Regional Director. Assignments may include identifying needs within the region and making recommendations to the Regional Director and other appropriate agency personnel. Work is performed independently under the general supervision of a Regional Director and is reviewed through periodic conferences and reports.

EXAMPLES OF DUTIES PERFORMED

Assists the Regional Director by assessing and investigating regional problems and taking appropriate action deemed necessary.

Coordinates and supervises the Regional Operational Management System; meets with counselors and supervisors in determining goals and objectives, number of cases to be served, and monies required.

Monitors regional OMS goals and case service expenditures and encumbrances.

Prepares, with cooperating agencies, budgets for mutual rehabilitation programs; reviews budgets regularly and coordinates with appropriate specialists in State Office.

Works with architects, contractors, and lessors if rehabilitation needs dictate new or expanded facilities.

Participates as member of Regional Management Team by assisting in overall planning of programs.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

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

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

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

Ability to administer and coordinate major rehabilitation services within assigned area of responsibility.

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

Ability to express oneself clearly in oral and written form.

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 masters degree in vocational rehabilitation or a closely related field and two years of administrative or supervisory experience in a rehabilitation service program; or an equivalent combination of education and experience.

PREPARED BY
OFFICE OF STATE PERSONNEL

Effective: February 1974