

REHABILITATION PROGRAM CHIEF

DESCRIPTION OF WORK

This is administrative work in serving as a program chief in the state's Vocational Rehabilitation agency. Employees serve as supervisors of statewide programs in the areas of program development, research and analysis, and casework services. Work involves considerable planning and coordination with other state and federal agencies to ensure comprehensive rehabilitation services. Work is performed independently under the general supervision of an assistant director and is reviewed through periodic conferences and reports.

EXAMPLES OF DUTIES PERFORMED

Directs activities of staff program specialists engaged in identifying areas where service needs are not being met and in developing plans to meet these needs.
 Serves as a member of the agency's Executive Staff Council and consults with and advises the Agency Director on matters related to program development, research and analysis, and casework services.
 Provides leadership throughout the agency in the development of criteria to measure the effectiveness and efficiency of all agency operations; solicits the guidance, assistance, and cooperation of staff throughout the agency in the performance of program evaluation activities.
 Develops and revises, as needed, statewide policies and procedures related to casework services; determines that uniform and quality casework services are provided on a statewide basis.
 Directs a program audit procedure that identifies casework deficiencies; recommends and assists in providing training that will ensure quality casework services; serves as a consultant to field personnel on unusual rehabilitation service plans.
 Perform related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Thorough knowledge of the methodology for planning, developing, and evaluating rehabilitation programs and services.
 Thorough knowledge of federal and state laws pertaining to vocational rehabilitation and related services.
 Considerable knowledge of the mental, social, and economic problems of the handicapped and their treatment.
 Ability to plan, administer, and coordinate statewide rehabilitation programs and services.
 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 four years of administrative or supervisory experience in a rehabilitation service program; or a master's degree in vocational rehabilitation or closely related field and three years of administrative and supervisory experience in a rehabilitation service program or an equivalent combination of education and experience.

PREPARED BY
 OFFICE OF STATE PERSONNEL

Effective: February 1974