

## DISABILITY SUPERVISOR

### KIND OF WORK

Supervisory work in the determination of eligibility for disability insurance benefits.

### NATURE AND PURPOSE

An employee in this class is responsible for supervising Rehabilitation Disability Examiners and Specialists in the administration of the Social Security Disability Insurance Program in an assigned section. He is responsible for the supervision and coordination of the work of all the Examiners and Specialists assigned to his section to assure maximum efficiency in the adjudication of disability insurance claims and referring claimants considered to have vocational rehabilitation potential for counseling, training and other services. Responsibilities include the final authority for approving expenditures necessary in claim development. Work is reviewed by the OASDHI Assistant Director.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises Disability Examiners and Specialists in administration of the Disability Insurance Program.

May maintain a small, specialized caseload.

Provides guidance and training to all personnel assigned to assure maximum quality and quantity of production and encourages the professional development of Disability Examiners and Specialists assigned.

Participates with the Assistant Director and Director in the formulation of staff development programs; the coordination of medical consultant activity; and the development and implementation of policies and procedures.

Keeps informed of all community resources for evaluation and training and jobs assigned to the handicapped as a basis for policy development.

Supervises the process of documenting decisions to reflect all allegations and development evidence involved in the determination.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of all aspects of the Social Security Law, amendments, operational guides and interpretations as they pertain to eligibility for disability insurance benefits.

Considerable knowledge of the laws and regulations governing vocational rehabilitation, workers' compensation laws, and federal and state legislation as it affects vocational rehabilitation.

Considerable knowledge of medical terminology, physical restoration, and psychological problems of the handicapped.

Considerable knowledge of procedures and techniques in disability determination.

Ability to:

Establish and maintain effective working relationships with state and local personnel in vocational rehabilitation.

Maintain effective relationships with federal and local personnel in the Disability Insurance Program.

Work with and supervise professional subordinates.

Est.: 8/27/69  
Ckd.: 8/92

T.C.: 7/11/73  
Former Title(s): Rehabilitation  
Disability Supervisor