

### REHABILITATION PROGRAM SPECIALIST 3

#### KIND OF WORK

Highly specialized and responsible professional work in a specific area of vocational rehabilitation support and development.

#### NATURE AND PURPOSE

Employees at this level perform comprehensive non-supervisory professional work in two or more specialized work activities involving the provision of highly technical support services with statewide impact as part of an administrative/program services team. This position may provide work direction to Rehabilitation Program Specialist 1 and 2, integrating their work into on-going projects and programs. Activities are varied and require an extensive understanding of the goals and operations of vocational rehabilitation, as well as great technical and theoretical depth in more than one area of specialization. Freedom of action is bound only by program constraints, with supervision provided by management staff.

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

Prioritizes, assigns, reviews, and integrates the work of other specialists so that specific goals are met, comprehensive services are provided, and objective information is available for agency use.

Directs tasks forces or groups recommending vocational rehabilitation policies and procedures so that legislative and departmental regulations, policies, and procedures are implemented into the on-going vocational rehabilitation service delivery system.

Develops and evaluates specific vocational rehabilitation systems so that relevant tools/techniques are available for management and control of staff and field operations.

Designs and conducts studies, develops measurement tools, and prepares reports to obtain management information provided to divisional decision-making processes.

Monitors Federal and State guidelines and regulations to ensure that management and staff are appraised of developments, requirements are met and programs are implemented in compliance with goals, requirements, and agency standards.

Recommends and monitors allocation of funds to ensure program goal compliance and appropriate utilization of funds.

Conceptualizes and monitors appropriate training needs so that the agency meets service provisions, goals, and reporting requirements.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Vocational rehabilitation programs, policies, procedures, and enabling legislation pertaining to two or more areas of specialization such as research, program evaluation, or special service mandates.

Departmental operating policies, practices, and procedures.

Skill in:

Utilizing technical data management systems unique to specialty areas to provide program information to management and field staff.

Ability to:

Interpret changes or developments in enabling legislation and implement these in agency programs or policies.

Maintain and integrate the complex technical support capability for several rehabilitation programs or administrative rehabilitation services.

Direct and coordinate the work of others.

Establish and maintain effective working relationships with staff, the general public, and specialized handicapped consumer groups.

Communicate effectively, orally and in writing.

Integrate research findings into program planning and development documents.

Est.: 7/58

Rev.:

T.C.: 6/11/68, 9/81

Former Title(s): Rehabilitation Consultant  
Rehabilitation Specialist