

REHABILITATION COUNSELING SUPERVISOR 2

KIND OF WORK

Supervision of Vocational Rehabilitation Counselors in an assigned area of the state or supervision of a special cooperative vocational rehabilitation program.

NATURE AND PURPOSE

An employee in this class is responsible for supervising counselors and the administration of a vocational rehabilitation program. Responsibility includes final authority for approving vocational rehabilitation plans, and the responsibility for representing promoting and interpreting program functions and activities.

As a supervisor of a special cooperative rehabilitation program, this employee is responsible for administering a special cooperative vocational rehabilitation program involving a multi-disciplinary team of professional and various support staff providing rehabilitation services. Responsibility extends to staff selection, training and supervision; budgeting; program development and evaluation, as well as coordination with the programs of cooperating institutions or agencies.

Work is reviewed by the rehabilitation regional supervisor and/or rehabilitation area director primarily through conferences and reports.

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

To establish unit production goals so that the agency's objective of providing service to the maximum number of persons can be accomplished.

Promotes guidance and training to all new personnel assigned in order to facilitate their professional development and proficiency.

Supervises Rehabilitation Counselors in the local administration of the rehabilitation program in order to assume conformance to established policies and procedures.

Assures that the client services are adequately documented in order to accurately reflect vocational rehabilitation services provided.

Manages contractual relationships with other agencies and institutions to maintain conformance to agency policies and guidelines.

To facilitate and implement guidelines, regulations policies and procedures of the agency so as to ensure uniform application of the laws.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Laws and regulations governing vocational rehabilitation and the basic philosophies underlying this legislation.

Industrial, commercial and professional occupations suitable to handicapped persons and the training facilities available.

Guidance and counseling practices, and of evaluation procedures.

The use and interpretation of tests and measurements.

The special and psychological problems of the handicapped.

Medical terminology.

Ability to:

Devise effective methods and procedures for the compilation of case histories and to plan and direct the work of counselors.

Secure the cooperation of employers, educators, and others.

Est.: 8/5/58

Rev.:

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

Former Title(s): Rehabilitation District
Supervisor