

REHABILITATION AREA DIRECTOR

KIND OF WORK

Direction of the vocational rehabilitation program in a major area of the state.

NATURE AND PURPOSE

This employee is responsible for directing the vocational rehabilitation program in a major area of the state in a manner which will result in maximizing vocational assistance to the disabled. Responsibility extends to the planning, organization and evaluation of the administration of such services. An "Area" is a geographical designation, of which there are four: Northern, Central, Southern and Twin City metropolitan.

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

Interprets, communicates and insures compliance with all federal, state and DVR policies, procedures and regulations in an assigned area.

Plans and implements the organization and administration of an assigned area to facilitate coordination and efficiency in the vocational rehabilitation services offered.

Maintains close personal contact with DVR offices and cooperative programs within the area to assure quality and prompt rehabilitation services to handicapped persons in the area.

Advises and confers with superiors in policy matters.

Evaluates, on a continuing basis, the effectiveness of vocational rehabilitation programs and services in the assigned area to assure that objectives are being achieved.

Promotes program development through contact with community groups.

Effectively represents the department on regional or state committees dealing with the problems of the handicapped or before various community groups and organizations interested in vocational rehabilitation.

Recommends the establishment, discontinuance or transfer of office locations throughout the assigned area to best facilitate efficient client services.

Assists in the development and implementation of new programs relating to rehabilitation services, public information, personnel development, systems and procedures and other matters which affect field operations.

Assists in the development and implementation of training programs which will enable the further development of the potential of each staff member.

Evaluates on a continuing basis the performance of supervisors and provides counseling or commendation as justified.

Develops and maintains a favorable working relationship with subordinates so they will feel free to discuss problems and offer suggestions concerning rehabilitation services and be motivated to exert their optimum work effort.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of laws and regulations governing vocational rehabilitation, of the workmen's compensation laws, and other federal and state legislation as it affects vocational rehabilitation, such as employment, service, welfare, health, etc.

Thorough knowledge of the programs of public and community services, health agencies, social agencies and medical clinics.

Thorough knowledge of case work methods, guidance and counseling techniques and of evaluation procedures.

Ability to:

Ability to work with and supervise professional and clerical staff members.

Ability to utilize management techniques effectively.

Ability to speak effectively in public.

Est.: 6/68
Ckd.: 11/92

T.C.:
Former Title(s):