

REHABILITATION REGIONAL SUPERVISOR

KIND OF WORK

Responsible for the vocational rehabilitation services in a designated region.

NATURE AND PURPOSE

This employee is responsible for supervising the performance of professional and clerical staff in the assigned regions so maximum possible vocational rehabilitation services will be provided handicapped persons. Responsibility includes assistance to the Area Director in effective administration of all phases of counseling operations. A "Region" is a geographical unit containing a field office having the necessity for at least two Counseling Supervisors.

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 regulations and procedures.

Assists in the planning and implementation of the organization and administration of the region to facilitate coordination and efficiency in the rehabilitation services offered.

Continually reviews established policies and procedures to assure quality rehabilitation services to handicapped persons, bearing in mind particular needs of handicapped persons in the area.

Effectively represents the Division on various local and state committees dealing with problems of the handicapped.

Develops and/or implements reporting systems within the region which will serve as a basis for personally evaluating procedures and manpower within the region, as well as providing communications to the Area Director and other administrative personnel regarding regional operations.

Promotes program development through contact with community groups.

Assures rehabilitation plans, including expenditures for case services, are administered consistently and in compliance with legal authority.

Develops and maintains cooperative working relationships with other related public and private agencies.

Evaluates rehabilitation centers, sheltered workshops, and other training facilities throughout the region to determine their particular strengths in providing effective rehabilitation occupations within the region.

Keeps currently informed of all available occupations within the region which are suitable for employment of handicapped.

Utilizes all successful concepts of rehabilitation counseling and keeps informed of new developments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

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

Considerable knowledge of case work methods, guidance and counseling techniques.

Ability to:

Work with and supervise subordinates.

Speak effectively in public.

Utilize management techniques effectively.

Est.: 6/68

Rev.:

Ckd.: 11/92

T.C.:

Former Title(s):