

REHABILITATION PROGRAM SPECIALIST 1

KIND OF WORK

Advanced professional work in a specific area of rehabilitation support and development.

NATURE AND PURPOSE

Employees in this class are responsible for advanced non-supervisory work in a specialized work activity which involves comprehensive responsibility for technical support as a part of a program development or administrative services team. Activities are highly specific in nature requiring thorough familiarity with the goals and operations of the program area. Supervision is provided by management staff. Wide latitude is allowed to employees in this classification.

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

Designs and conducts studies; develops measurement tools to obtain management information utilized in divisional decision-making processes.

Monitors federal and state guidelines and regulations to ensure that management is apprised of developments, requirements are met, and programs are implemented in compliance with goals and standards.

Plan and evaluates specific vocational rehabilitation programs so that maximum services are rendered from available resources.

Provides specialized technical assistance and advice to operating staff so that services are effectively disbursed.

Prepares reports on program activities and makes recommendations so that management decisions reflect actual program status.

Develops and maintains contact with public and private sector individuals and/or groups so that the effective coordination and promotion of vocational rehabilitation services are ensured, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Vocational rehabilitation programs, policies, procedures, and enabling legislation pertaining to areas of specialization.

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A specific program support component, such as research, program evaluation, public relations, or a special service mandate.

Departmental operating policies, practices, and procedures.

Skill in:

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

Ability to:

Effectively communicate orally and in writing.

Establish and maintain effective working relationships with staff and the general public.

Est.: 2/82

Rev.:

T.C.:

Former Title(s):