

REHABILITATION PROGRAM SPECIALIST 2

KIND OF WORK

Complex highly responsible non-supervisory professional work in a specialized area of vocational rehabilitation support and development.

NATURE AND PURPOSE

An employee in this class is responsible for the comprehensive planning, development, technical support, and evaluation of specialized program or administrative services to a rehabilitation process. Responsibilities include the development of procedures, practices, and techniques used in the rehabilitation service delivery system, as well as integration and coordination of information for use on a regional or statewide basis. Programs may involve some specialized areas as monitoring and technical assistance to private facilities or monitoring and integrating development in specific areas of rehabilitation. The incumbent has wide latitude of action in meeting specific program goals and objectives. The employees are supervised by the management staff and receive work direction from a Rehabilitation Program Specialist 3. The incumbents may also provide work direction over lower level specialists.

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

Provides technical assistance and specific program direction to all vocational rehabilitation staff so that coordination and implementation of program policies and procedures are achieved.

Designs and administers specialized support systems to be utilized in development of agency policies and procedures so that management and staff are provided objective information and advice on decision-making and program development.

Develops and maintains relationships with handicapped consumer groups and agencies so that effective and responsive vocational rehabilitation services are ensured.

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

Recommends and monitors allocation of funds to ensure program fiscal compliance and maximum utilization of available financial resources.

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Practical and theoretical vocational rehabilitation programs, policies, procedures, processes, and enabling legislation.

Specialized program area, including pertinent legislation, practices, theory, resources, and developments.

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

The vocational rehabilitation service delivery system.

Ability to:

Interpret and implement federal and state regulations and guidelines.

Integrate research findings into the program planning and development.

Maintain a technical support capability for special emphasis on rehabilitation services.

Write reports clearly and concisely.

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):