

REHABILITATION OPERATIONS DIRECTOR

KIND OF WORK

Administrative work in the direction and coordination of the state-wide field operations of Vocational Rehabilitation.

NATURE AND PURPOSE

This employee is responsible for the direction and coordination of all rehabilitative services provided to disabled persons by the Division of Vocational Rehabilitation.

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

Plans and directs the rehabilitation services program provided by the Vocational Rehabilitation Division, interprets and executes provisions of state and federal laws which affect staff members in vocational rehabilitation field offices.

Analyzes the rehabilitation services being provided to clients by the Division, evaluates field operations, and revises methods and emphasis of operations to improve services.

Develops and interprets standards and procedures for such things as counseling techniques, placement methods, guidance principles, and determining economic need within the framework of federal and state legislation.

Recommends and participates in the development of programs designed to improve vocational rehabilitation services or upgrade the professional competence of staff including conferences and training programs for field personnel, assists in working out agreements with the federal government and other agencies regarding vocational rehabilitation activities.

Keeps informed of the status of expenditures for vocational rehabilitation services throughout the state and participates in budget formulation as necessary.

Assures the public information programs are uniformly implemented in each area of the state to create in the public a better understanding, interest and appreciation of the vocational rehabilitation services available.

Develops recommended goal as to caseload size, number of rehabilitants per counselor, and priority of services for disabled or disability groups to be served.

Assists in the establishment of statewide policies and goals of the Division.

Maintains periodic contacts with rehabilitation facilities who receive grants from the Vocational Rehabilitation Division.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of case work principles including individual diagnosis, vocational planning, placement techniques, physical restoration and case recording.

Extensive knowledge of the laws and regulations governing vocational rehabilitation, and federal and state legislation as it affects vocational rehabilitation.

Extensive knowledge of counseling techniques, the use of tests and measurements, and evaluation procedures.

Thorough knowledge of various types of industrial, commercial and professional occupations suitable to handicapped persons and of available vocational treatment agencies.

Thorough knowledge of public and community agencies, psychiatric clinics and medical treatment centers, and their programs.

Ability to:

Supervise the work of others in a statewide organization.

Conduct an in-service training program.

Establish and maintain effective working relationships with employees, physicians, educators and the general public.

Utilize management techniques effectively.

Est.: 2/56 T.C.: 6/57, 12/59, 6/68
Rev.: Former Title(s): Assistant Director of
Ckd.: 11/92 Rehabilitation (Training)
Assistant Director of
Rehabilitation (Administrative)
Assistant Director of Rehabilitation
Rehabilitation Operations Supervisor