

Class Concept

This is administrative and supervisory work in assisting a Rehabilitation Regional Director in managing vocational rehabilitation programs for clients crossing all disability types. Employees serve as members of the regional management team in formulating program goals and policies for the region and may represent the Regional Director as need dictates. Work includes assisting in the overall management functions of the region as delegated by the Regional Director including training new unit managers in the administrative/business functions of their role. Position assesses and investigates problems and takes appropriate action to resolve. Position manages physical property needs to include leases, renovations, property upgrades, routine and emergency maintenance, janitorial services, trash removal service, equipment and regional inventory and other functions as needed for property management. Position reviews the regional production goals (Operational Management System), meets with unit managers or designee to establish goals and/or address areas of concern: number of clients served and status of caseloads. Position monitors case service expenditures and encumbrances. Work includes preparation and review of regional budgets for administrative and case service needs. Position works closely with purchasing staff to secure needed items for clients and operational function. Position negotiates needs such as staffing, budget, equipment, and space with cooperating agencies (third-party programs). Assignments may include identifying needs within the region and making recommendations to the Regional Director and other appropriate agency personnel.

Position may supervise professional-level staff serving the region, such as engineers, specialists and/or others as designated by the Rehabilitation Regional Director.

Work is performed independently under the general supervision of a Rehabilitation Regional Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of property management and leasing requirements.
- Considerable knowledge of methods and practices of vocational counseling, planning and guidance.
- Considerable knowledge of federal and state laws pertaining to vocational rehabilitation and related services.
- Considerable knowledge of services available to individuals from other public and private programs.
- Ability to administer and coordinate major rehabilitation services within assigned area of responsibility.
- Ability to establish and maintain effective working relationships with the public, departmental staff, co-workers, and landlords.
- Ability to establish and monitor budgets.
- Ability to express oneself clearly in oral and written form.

Minimum Education and Experience

Master's degree in Rehabilitation Counseling or Counseling from an appropriately accredited institution and five years of administrative or supervisory experience in a rehabilitation service program; or

Current certification as a Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification (CRCC) and five years of administrative or supervisory experience in a rehabilitation service program; or an equivalent combination of education and experience.