

Class Concept

This class recognizes managerial and supervisory responsibilities directing the delivery of vocational rehabilitation services in a large geographic region serving clients across all disability types in a manner consistent with the agency's overall mission to assist clients achieve suitable employment or independent living in the community. Work in this classification involves planning, directing, supervising, and evaluating all aspects of vocational rehabilitation, training, and independent living programs requiring the application and evaluation of complex administrative and programmatic procedures.

Employees direct subordinate managers in the development of operational priorities to ensure needs of consumers are addressed, quality services are rendered and production goals are met. Employees provide consultation, set priorities and deadlines, and review staff utilization by unit to ensure resources are used effectively. Employees provide opportunities for subordinate managers to enhance skill levels and provide consistency in the performance management process. Employees oversee fiscal practices: manage program budgets, administrative expenditures, and execution of contracts (third-party cooperative agreements, physical property leases, service contracts, etc.).

Employees provide input to agency executive staff regarding best practices, policy and service delivery issues, and insure that proposed programs are consistent with the agency's overall mission. The Rehabilitation Regional Director is a member of the executive leadership team and reports to the Division Director or his/her designee.

Recruitment Standards:

Knowledge, Skills, and Abilities

- Working knowledge of national trends and policy initiatives on the federal level that can impact the service delivery system.
- Considerable knowledge of program areas including service delivery methods.
- Thorough understanding of the policies, procedures and funding mechanisms of the state and federal programs that govern the program area.
- Demonstrated skills in leadership, planning, budgeting, communication and management.
- Ability to effectively represent the agency to representatives from other state agencies, service providers, stakeholder groups, legislative committees, and various advisory councils.
- Ability to analyze data, evaluate programs and develop reports.

Minimum Training and Experience Requirements

Master's degree in Rehabilitation Counseling or Counseling from an appropriately accredited institution and seven years of experience in rehabilitation services, including three years of supervisory experience in a rehabilitation service program; or

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