

Class Concept

Positions in this classification serve as an assistant unit manager in a larger unit office or an identified region of the State. Employees participate in planning, implementation, and oversight of vocational rehabilitation services and independent living services for a unit consisting of multiple caseload types, third-party programs, and specialized rehabilitation programs. Some positions may serve as a liaison with employment and training agencies and community rehabilitation program providers to meet the federal grant requirements of education and outreach. Positions may provide consultation, direction and/or program monitoring to disability enterprises/small businesses as directed by the Manager.

Positions work closely with the unit manager and the Rehabilitation Assistant Regional Director or management designee to negotiate production goals and budgets for case service expenditures, personnel administration, staff development/training and program evaluation.

Employees participate in establishing operational objectives which reflect caseload production goals. Work also involves participating in the development and monitoring of a master program of services and fiscal plan. Employees participate in the assessment of service delivery needs based on the nature of the client populations served, availability of community resources, and federal requirements for service provision. Employees may assign caseloads, develop and maintain budgets, and initiate organizational changes to ensure coverage of all disability groups within the catchment area as directed by the manager.

Recruitment Standard

Knowledge, Skills, and Abilities

Knowledge of federal and state laws, rules and regulations pertaining to vocational rehabilitation program and services

Knowledge of administrative and management principles, methods of program evaluation and principles of planning and budgeting

Through knowledge of casework management, guidance and counseling

Ability to establish and maintain cooperative working relationships with clients, agency staff, and peer professionals in public and private settings

Ability to administer and coordinate multiple rehabilitation service programs representing a variety of caseload types

Minimum Education and Experience

Master's degree in rehabilitation counseling or counseling from an appropriately accredited institution and two years of experience as a rehabilitation counselor and successful completion of agency requirements for independent counselor status; or current certification as a Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification (CRCC) and two years of experience as a rehabilitation counselor and successful completion of the agency's requirements for independent counselor status, or an equivalent combination of education and experience.