

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Rehabilitation Program Specialist

**SERIES NUMBER**

6973

**MAJOR AGENCIES**Department of Developmental Disabilities, Mental Health &  
Addiction Services**EFFECTIVE**

06/15/2014

**SERIES PURPOSE**

The purpose of the rehabilitation program specialist occupation is to develop, coordinate, & review rehabilitation programs established to provide services for consumers who have disabilities (e.g., mental illness, mental retardation, developmental disabilities) or recipients of general assistance, food stamps, or aid to dependent children.

This classification series shall not be used by the Department of Job & Family Services. See Human Services Specialist, 6945 series.

**JOB TITLE**

Rehabilitation Program Specialist 2

**JOB CODE**

69732

**PAY GRADE**

13

**EFFECTIVE**

06/15/2014

**CLASS CONCEPT**

The class works under direction & requires thorough knowledge of human services area in order to develop, coordinate, & review rehabilitation or habilitation programs in assigned region or state-wide, develop program policies & write procedural manuals, establish program goals & monitor use of grant funds, & in addition to preceding, in Department of Mental Health & Addiction Services, develops & coordinates a specialized federally mandated, state-wide program in accordance with CFR 483.100-138 – Pre-Admission Screening and Resident Review (PASRR); or in Department of Developmental Disabilities, to procure federal dollars, implement & monitor compliance of programs with federal & state regulations, & evaluate delivery of program services provided by county boards of mental retardation & developmental disabilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Develops & coordinates regional (i.e., more than one geographical area) or state-wide program of habilitation &/or rehabilitation (e.g., chartered special education programs, relocation of mentally retarded or mentally ill persons, & development of community based services, job placement program for vocational rehabilitation clients, field services for industrial vocational rehabilitation), develops program policies & procedures for assigned programs & writes procedural manuals, establishes program goals, & oversees activities of program staff.

OR

In Department of Developmental Disabilities, procures federal dollars, implements & monitors compliance of programs with federal & state regulations, & evaluates delivery of program services provided by county boards of mental retardation & developmental disabilities.

OR

In the Department of Mental Health & Addiction Services, develops & coordinates a specialized federally mandated, state-wide program in accordance with CFR 483.100-138 – Pre-Admission Screening and Resident Review (PASRR); coordinates program requirements & necessary steps for seriously mentally ill persons seeking admission to Medicaid-certified nursing facilities (NF's) from hospitals, private residences, & community-based programs, ensuring compliance with applicable federal & state requirements & mental health best practices.

Performs as a member of an interdisciplinary team; makes determinations & develops individualized recommendations relative to necessary placement/treatment options; assures timely review of case documentation in compliance with federal CFR 483.100-138 & state requirements (e.g., OAC 5101:3-3-14, 5101:3-3-15.1, 5101:3-3-15.2, 5122-21-03).

Performs records/documentation development/maintenance functions (e.g., develops, sends, & receives email & telephone communications with involved parties); performs outcome reviews & develops reports, makes recommendations to modify, enhance, & improve efficiency of case processing & program implementation.

Reviews & revises policies & procedures relative to PASRR to inform policy analysis & development.

Assists in evaluating quality & quantity of services provided in rehabilitation facilities & recommends changes in service delivery techniques; advises on new methods, concepts, & approaches to be utilized.

Makes recommendations for most efficient & effective use of service & grant funds; designs guidelines & other explanatory material for preparation of federal grant requests, program proposal, contract service plans, & cooperative agreements with public & private agencies.

Advises rehabilitation facilities & state staff on methods of maintaining acceptable state standards for rehabilitation facilities & to ensure compliance with occupational safety regulations, other appropriate laws, rules, & regulations.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of rehabilitation/habilitation programs of assigned agency; human services area (e.g., rehabilitation counseling, special education, psychology, sociology, guidance & counseling, social work, pre-medicine, allied medicine, child & family community services); federal & state laws governing rehabilitation/habilitation programs. Skill in operation of personal computer. Ability to deal with many variables & determine specific action; define problems, collect data, establish facts, & draw valid conclusions; develop complex reports & position papers; gather, collate, & classify information about data, people, or things; handle sensitive inquiries from & contacts with officials & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Graduate degree in a human service area (i.e., rehabilitation counseling, special education, guidance & counseling, psychology, social work, child & family community services) as required by an accredited college or university

-Or a graduate degree that leads to licensure as a licensed professional counselor by the Ohio Counselor & Social Worker Board.

-Or completion of graduate degree in other related vocational rehabilitation areas (e.g., rehabilitation management/administration from an accredited college or university).

-Or completion of graduate field of study in human services area (i.e., same examples as cited previously) as required by accredited college or university; 12 mos. exp. as Rehabilitation Program Specialist 1, 69731.

-Or in Ohio Department of Mental Health & Addiction Services only, licensed, certified, or registered clinical professional per OAC 5122-21-03 (E) Personnel Requirements (2).

-Or in Ohio Department of Developmental Disabilities only, 4 yrs. exp. in private or governmental agency responsible for habilitative &/or rehabilitative programs development in mental retardation & developmental disabilities (i.e., working with individuals with mental retardation &/or developmental disabilities); bachelor's degree in professional human services field (e.g., psychology, education, anthropology) in accordance with provisions of 42 CFR 483.430(b)(5)(x) & interpretive guidelines issued by centers for Medicaid & Medicare services.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

Requires travel.