OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Rehabilitation Program Specialist 1

CODE: 69731 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ

FUNCTION: Under general direction from administrative supervisor, coordinates & reviews programs (e.g., county 169 programs, infant, child &/or adult habilitative or rehabilitative programs) in assigned multi-county or district area & provides consultative assistance to program staff (i.e., advises & trains counselors & rehabilitation teachers, interprets & enforces program rules & regulations, assists in program development, implementation & management, assesses program compliance to rules & regulations & evaluates program effectiveness) & acts as liaison between agency central office & program &/or field staff;

·PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	65-85	Coordinates & reviews programs (e.g., county 169 programs, infant, child &/or adult habilitative or rehabilitative programs) in assigned multi-county or district area & provides specialized consultative assistance to program staff (i.e., advises & trains counselors & rehabilitation teachers, interprets & enforces program rules & regulations, assists in program compliance to rules & regulations & evaluates program effectiveness & acts as liaison between agency central office & program &/or field staff.	Knowledge of (1) habilitative &/or rehabilitative programs, (2) human resources training & development, (3) public relations, (4) management consulting, (5) public accounting, public budgeting or public finance, (6) federal & state laws & rules governing operation of habilitative &/or rehabilitative programs, (7) technical writing, (8) effective oral communication; ability to (9) deal with many variables & determine specific action, (10) calculate fractions, decimals & percentages, (11) develop complex reports & position papers, (12) gather, collate & classify information about data, people or things, (13) handle sensitive inquiries from & contacts with officials & general public.

(1057)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Requires travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of coursework for gradulate field of study in human services area (e.g., rehabilitation counseling, special education, guidance & counseling, psychology, sociology, social work, pre-medical, allied medicine, child & family community services) as required by college or university (or 3 yrs. exp. in position with private or governmental agency responsible for coordination, development & evaluation of habilitative &/or rehabilitative programs); or equivalent.

FORM ADM 4134

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JURISDICTION: County, Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	8-18	Writes reports of contacts with program staff; reviews & monitors contracts; assists in writing grant proposals.	Knowledge of 1, 7; ability to 11, 12.
3	7-17	Prepares & delivers speeches & attends sales, fairs & works with general public.	Knowledge of 1, 8; ability to (14) prepare & deliver speeches before general public.

(1058)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Applicants applying for positions in Department of Mental Retardation/Developmental Disabilities must also have MSPR certificate issued by Dept. of Education or QMRP certificate or Adult Services certificate issued by Dept. of Mental Retardation/Dvelopmental Disabilities.

FORM ADM-4134

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