STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASS	FICATION SERIES:	SERIES NO.:
Vocation	nal Rehabilitation Counselor	6972
MAJOR	AGENCIES:	EFFECTIVE DATE :
Mental I	Health, Rehabilitation Services Commission	04/02/2006

SERIES PURPOSE:

The purpose of the vocational rehabilitation counselor occupation is to provide rehabilitative services to eligible people with disabilities & to prepare them for suitable employment.

At the associate counselor level, incumbents assist eligible people with disabilities toward increased functioning & mutually agreeable vocational goals, assist vocational rehabilitation counselors in developing comprehensive individual plans of employment for eligible consumers based on outcomes of counseling & assessment activities & attend graduate classes to obtain master's degree in rehabilitation counseling.

At the counselor levels, incumbents conduct interviews with applicant/eligible people with disabilities to assess vocational needs & develop service plan for rehabilitation.

At the higher levels, incumbents supervise counselors & in some cases, also supervise one or more word processing supervisor 1 or manage vocational rehabilitation activities in assigned geographical area or facility.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEVoc Rehab Associate Counselor69720804/02/2006

CLASS CONCEPT:

The developmental level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to assist eligible people with disabilities toward increase functioning & mutually agreeable vocational goals based on assessment of interest, values, capabilities, & vocational handicaps, assist vocational rehabilitation counselors in developing comprehensive individual plans of employment for eligible people with disabilities based on outcomes of counseling & assessment activities & attend graduate classes to obtain master's degree in rehabilitation counseling. Employees may also function as associate rehabilitation teacher or associate employer services specialist, per MOU between RSC & District 1199, SEIU, if assigned.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEVocational Rehab Assistant69721904/02/2006Counselor

CLASS CONCEPT:

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to coordinate, schedule & conduct interviews & group orientations with applicants/eligible people with disabilities to assess vocational needs.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEVocational Rehab Counselor 2697221006/01/2000

CLASS CONCEPT:

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to conduct assessment & counseling & develop individualized vocational rehabilitation plans to meet needs of eligible people with disabilities.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEVocational Rehab Counselor 3697231106/01/2000

CLASS CONCEPT:

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to conduct assessment & counseling & develop individualized vocational rehabilitation plans to meet needs of eligible people with disabilities.

CLASS TITLE Vocational Rehab Counselor 4 **CLASS NUMBER**

PAY RANGE

EFFECTIVE

CLASS CONCEPT:

The full performance level class works under direct supervision & requires considerable knowledge of rehabilitation counseling or related human services area in order to conduct assessment & counseling & develop individualized vocational rehabilitation plans to meet needs of eligible people with disabilities.

CLASS TITLE Vocational Rehab Supervisor **CLASS NUMBER**

EFFECTIVE

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of rehabilitative counseling or related human services area in order to plan, direct & manage provision of services to eligible people with disabilities through supervising assigned vocational rehabilitation counselors, housed at or assigned to one or multiple work locations, or does all of preceding & also supervise other staff (e.g., one or more word processing supervisor 1; interns/students).

CLASS TITLE Vocational Rehab Manager 1 **CLASS NUMBER**

EFFECTIVE

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of rehabilitation counseling or other related human services area or public or business administration in order to assist area manager in facilitation & direction of vocational rehabilitation services in assigned geographical area or to manage department of vocational services & supervise workshop program evaluation supervisors at mental health facility &/or in community.

CLASS TITLE Vocational Rehab Manager 2 **CLASS NUMBER**

PAY RANGE

EFFECTIVE

69728

06/22/1990

CLASS CONCEPT:

The second managerial level class works under general direction & requires considerable knowledge of rehabilitation counseling or related human services field or public or business administration in order to plan, develop & direct vocational rehabilitation programs in assigned geographical area; or in rehabilitation center for workers who are industrially injured; or direct all rehabilitation programming efforts in mental health facility &/or in community & with any option supervise lower- level managerial or supervisory staff & clerical support personnel.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Voc Rehab Associate Counselor	69720	12	04/02/2006	8

Assists eligible people with disabilities toward increase functioning & mutually agreeable vocational goals based on assessment of interest, values, capabilities, & vocational handicaps to include counseling & monitoring ongoing progress, assists vocational rehabilitation counselors in developing comprehensive individual plans of employment for eligible consumers based on outcomes of counseling & assessment activities (e.g., coordinates placement or job retention activities; arranges for assistive devices, job modification &/or job coaching; manages caseload to ensure timely provision of service provisions & status movement; maintains case records; serves as vocational rehabilitation consultant/trainer to community at large). Employees may also function as associate rehabilitation teacher or associate employer services specialist, per MOU between RSC & District 1199, SEIU, if assigned.

Performs case finding & development of referral sources; participates in development, implementation, & maintenance of committees/teams internal & external to organization; develops community resources.

Attends graduate classes to obtain master's degree in rehabilitation counseling from accredited university & retains grade point average in accordance with university.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations*; departmental procedures & policy related to vocational programs*; eligibility criteria*; evaluation & appraisal techniques*; available community & governmental resources*; human services area; nature & implications of physical & mental disability*. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plan suitable to client needs; gather, collate & classify data; handle sensitive face to face contacts & develop good rapport with client.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree with a 3.0 cumulative grade point average or working towards an appropriate master's degree.

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

Must complete appropriate master's degree within two (2) years. Failure to complete the master's degree in two (2) years will be considered just cause for discipline which may result in termination, which is non-grievable.

UNUSUAL WORKING CONDITIONS:

Requires travel. Must be able to provide own transportation. Initial probationary period up to two (2) years. Employees are not eligible to bid on the vocational rehabilitation counselor positions. if employee voluntarily does not work for the RSC for one (1) year after the confirmation of the degree for each year the RSC pays for the employee to attend master's degree classes, the RSC may require the employee to pay back the associated cost incurred by the RSC for the employee to attend master's degree classes. Costs included in the pay back would include but are not limited to the costs of tuition, books, and fees, but does not include wages and travel expenses.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Vocational Rehab Assistant Counselor	69721	12	04/02/2006	9

Coordinates, schedules & conducts interviews & group orientations with applicants/eligible people with disabilities to assess vocational needs (e.g. gather information regarding disability, functional limitations, work history, social history, educational background & special interests, researches consumer's disabilities, labor market information, education & training programs, referral sources & general information to aid higher-level Vocational Rehabilitation Counselors & to increase understanding of consumer's limitations & ensure appropriate services, teaches job seeking skills to consumers, individually or in group setting, assists higher-level Vocational Rehabilitation Counselors &/or consumers with research regarding employment placement services & follows-up on employed consumers to assess need for further services & assists consumers & employers in understanding employment agreements & laws pertaining to wages & employing persons who are handicapped).

Prepares paperwork to request diagnostic testing/evaluation from doctors psychologists & other health care professionals; reviews & discusses diagnostic information with medical consultants to assist Vocational Rehabilitation Counselor 2, 3, &/or 4 to determine eligibility & to identify specific vocational rehabilitation services needed, conducts in-house evaluations/assessments to assist in determination of appropriate vocational goal.

Researches & coordinates services (e.g. physical/mental restoration, assessment, training, work adjustment, personal assistance, transportation, maintenance, rehabilitation engineering, assistive technology service & other goods & services); monitors caseloads for case progression, 60-day contact needs, assists with coordination of job clubs, maintains & disseminates general information & resources (e.g. information/referral, referral packets, vocational exploration services), conducts referral screening & pre-planning groups.

Monitors treatment plan, implementation & progress via review of progress reports, meetings, & telephone contacts with consumers & community rehabilitation partners & identifies service plan amendments or need for additional services, ensures documentation is included in case record (e.g. grades, reports from vendors, case notes), maintains documentation on eligible people with disabilities; schedules appointments, screens & refers calls.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations, departmental policy & procedures related to vocational programs*; eligibility criteria*; evaluation & appraisal techniques*; available community & governmental resources*; human services area (e.g., rehabilitation counseling, psychology, sociology, social work, special education, pre-medicine, guidance & counseling, nursing, occupational or physical therapy, speech & hearing); nature & implications of physical or mental disability. Skill in operation of personal computer & related software*. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data, handle sensitive face-to-face contacts & develop good rapport with client.

(*) DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of Bachelor's degree in psychology, sociology, special education, social work/welfare or speech hearing.

- -Or Bachelor's degree in rehabilitation education or comparable rehabilitation major.
- -Or Graduate degree in counseling that leads to licensure as licensed professional counselor by Ohio Counselor & Social Worker Board.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Vocational Rehab Counselor 2	69722	12	06/01/2000	10

Conducts interview with client to assess vocational needs (i.e., gathers information regarding client's disability, functional limitation, work history, social history, educational background & special interests) & prepares detailed report of interview.

Prepares necessary paperwork to request diagnostic testing/evaluation from doctors, psychologists & other health care professionals, reviews & discusses diagnostic information with medical consultants to determine client eligibility & identify specific vocational rehabilitation services needed.

Counsels client on personal problem, career planning & emotional effects of disability & develops individualized plan of services for each client, orders rehabilitation services & authorizes their purchase.

Monitors client's progress via review of progress reports, meetings & telephone contacts & identifies service plan amendments or need for additional services.

Researches client disabilities to have better understanding of client's limitations & assurance that services are appropriate.

Teaches job seeking skills to clients, individually or in group setting, develops employment placement services for clients & follows-up on employed clients to assess need for further services & assists clients & employers in understanding employment agreements & laws pertaining to wages & employing persons who are handicapped.

Maintains detailed case record on each client & schedules appointments for clients.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations, departmental policy & procedures related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, psychology, sociology, social work, special education, pre-medicine, guidance & counseling, nursing, occupational or physical therapy, speech & hearing); nature & implications of physical or mental disability. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data, handle sensitive face-to-face contacts & develop good rapport with client.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

VRC 1's hired prior to may 31, 2000 will become VRC 2's after one (1) year of service with RSC.

- -Or master's degree in human services (e.g., rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching).
- -Or current certification as a Certified Rehabilitation Counselor (CRC).

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Vocational Rehab Counselor 3	69723	12	06/01/2000	11

Conducts interview with client to assess vocational needs (i.e., gathers information regarding clients disability, functional limitations, work history, social history, educational background & special interests) & prepares detailed report of interview.

Prepares necessary paperwork to request diagnostic testing/evaluation from doctors, psychologists & other health care professionals, reviews & discusses diagnostic information with medical consultants to determine client eligibility & identify specific vocational rehabilitation services needed.

Counsels client on personal problem, career planning & emotional effects of disability & develops individualized plan of services for each client, orders rehabilitation services & authorizes their purchase.

Monitors client's progress via review of progress reports, meetings & telephone contacts & identifies service plan amendments or need for additional services.

Researches client disabilities to have better understanding of client's limitations & assurance that services are appropriate.

Teaches job seeking skills to clients, individually or in group setting, develops employment placement services for clients & follows-up on employed clients to assess need for further services & assists clients & employers in understanding employment agreements & laws pertaining to wages & employing persons who are handicapped.

Maintains detailed case record on each client, schedules appointments for clients.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; departmental policy & procedures related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, psychology, sociology, social work, special education, pre-medicine, nursing, occupational or physical therapy, speech & hearing, guidance & counseling); nature & implication of disability. Ability to define problems, collect data, establish facts & draw valid conclusions; calculates fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data; handle sensitive face-to-face contacts & develop good rapport with client.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Masters degree in human services (e.g., rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching) or current certification as a Certified Rehabilitation Counselor (CRC). If the graduate degree is not in rehabilitation counseling then four (4) graduate level courses from a council on rehabilitation education (core) accredited rehabilitation counseling program are required. There are six (6) curriculum areas from which the four courses may be selected. They are: (1) foundation of rehabilitation counseling, (2) counseling services, (3) case management, (4) vocational and career development, (5) assessment, and (6) job development and placement; plus for VRC's hired prior to May 31, 2000, will require two (2) years experience as a VRC 2 with RSC and VRC's hired after May 31, 2000 will require three (3) years of experience as a VRC 2 with RSC to be a VRC 3. It is understood that if any of the courses from the six (6) curriculum areas were taken in the graduate training from a core accredited rehabilitation counseling program then the employee does not have to substitute or retake the course.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Vocational Rehab Counselor 4	69724	12	06/01/2000	12

Conducts interview with client to assess vocational needs (i.e., gathers information regarding client's disability, functional limitations, work history, social history, educational background & special interests) & prepares detailed report of interview.

Prepares necessary paperwork to request diagnostic testing/evaluation from doctors, psychologists & other health care professionals, reviews & discusses diagnostic information with medical consultants to determine client eligibility & identify specific vocational rehabilitation services needed.

Counsels client on personal problem, career planning & emotional effects of disability & develops an individualized plan of services for each client, orders rehabilitation services & authorizes their purchase.

Monitors client's progress via review of progress reports, meetings & telephone contacts & identifies service plan amendments or need for additional services.

Researches client disabilities to have better understanding of client's limitations & assurance that services are appropriate.

Teaches job seeking skills to clients, individually or in group setting, develops employment placement services for clients & follows-up on employed clients to assess need for further services & assists clients & employers in understanding employment agreements & laws pertaining to wages & employing persons who are handicapped.

Maintains detailed case record on each client & schedules appointments for clients.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; departmental policy & procedures related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community & governmental resources; human services area (i.e., rehabilitation counseling, psychology, sociology, special education, social work, pre-medicine, nursing, occupational or physical therapy, speech & hearing, guidance & counseling); nature & implications of physical & mental disability. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; develop service plans suitable to client needs; gather, collate & classify data; handle sensitive face-to-face contacts & develop good rapport with client or patient.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Masters degree in human services (e.g., rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, rehabilitation teaching) or current certification as a Certified Rehabilitation Counselor (CRC). If the graduate degree is not in rehabilitation counseling then four (4) graduate level courses from a council on rehabilitation education (core) accredited rehabilitation counseling program are required. There are six (6) curriculum areas from which the four (4) courses may be selected. They are (1) foundation of rehabilitation counseling, (2) counseling services, (3) case management, (4) vocational and career development, (5) assessment and (6) job development and placement, plus for VRC's hired prior to May 31, 2000 the requirement of seven (7) years experience as a VRC 2 or above with RSC or five (5) years experience as a VRC 3 with RSC; plus for VRC's hired after May 31, 2000, will require eight (8) years of experience as a VRC 2 or above with RSC to be a VRC 4. It is understood that if any of the courses from the six (6) curriculum areas were taken in the graduate training from a core accredited rehabilitation counseling program then the employee does not have to substitute or retake the course.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel, must be able to arrange own transportation.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Vocational Rehab Supervisor	69725	EX	06/18/2000	14

Plans, directs & manages provision of services to eligible people with disabilities through supervising assigned vocational rehabilitation counselors, housed at or assigned to one or multiple work locations, & in some instances also supervise other staff (e.g., one or more word processing supervisor 1; interns/students), ensures equitable delivery of services as required by federal & state law by coaching staff in approaches to service provision, negotiating annual counselor goals, conducting case & caseload reviews, ensuring timely referral assignments & interpreting policy, assists staff in identifying developmental opportunities, mentors staff, provides developmental interventions & maintains environment conducive to personal & professional growth, prepares operating objectives, strategies & budget & monitors expenditures for assigned work unit(s), participates in development of area wide operating plan & budget, hears first-level grievances, assumes responsibility on behalf of area manager (e.g., assumes charge of assigned area in absence of area manager & assistant; attends meetings; authorizes payments) when assigned & assists area manager with other administrative or supervisory responsibilities or participates in statewide assignments of administrative nature when required.

Working in conjunction with other rehabilitation agencies & groups, develops resources for consumer services within community; serves as liaison/consultant in establishing programs & services & monitoring inter-agency agreements & makes community contacts to formulate & obtain contracts &/or grants; identifies internal & external issues that may impact service delivery; communicates issues & proposed strategies to agency administration.

Responds to legislative or other inquiries to explain or interpret agency policy or practices; performs variety of public relations activities; attends conferences & staff meetings; serves on statewide & local committees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting*; human resources planning; employee training & development; supervisory principles/techniques; departmental policies, procedures & practices related to vocational programs; counseling; eligibility criteria; evaluation & appraisal techniques; available community, industrial & government resources; human services area (e.g., rehabilitation counseling, education, psychology, sociology, social work, guidance & counseling); public relations; marketing*. Ability to define problems, collect data, establish facts & draw valid conclusions; establish objectives & strategies & conducts case revisions to determine adherence to policy & suitability for clients; prepare budget & summary of issues impacting services; gather, collate & classify data; handle sensitive contacts with community & governmental officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in human services area; 5 yrs. exp. as rehabilitation counselor or rehabilitation program specialist with Rehabilitation Services Commission; 4 college level courses in management (e.g., human resources, business, public or rehabilitation administration) or 12 mos. exp. in managerial/supervisory position.

- -Or completion of graduate core program in human services area; 5 yrs. exp. in private/governmental agency as vocational rehabilitation counselor; 2 yrs. exp. in supervisory/managerial position in delivery of counseling services.
- -Or completion of undergraduate core program in human services area; 7 yrs. exp. as vocational rehabilitation counselor with Rehabilitation Services Commission; 4 college level courses in management (e.g., human resources, business, public or rehabilitation administration) or 12 mos. exp. in managerial/supervisory position.
- -Or completion of undergraduate core program in human services area; 7 yrs. exp. as vocational rehabilitation counselor in private/governmental agency; 2 yrs. exp. in supervisory/managerial position in delivery of counseling services.
- -Or 5 yrs. exp. as vocational rehabilitation counselor with Rehabilitation Services Commission; licensed by Ohio Counselor & Social Worker Board as professional counselor.
- -Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

<u>UNUSUAL WORKING CONDITIONS</u>: Requires some travel, sometimes overnight.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Vocational Rehab Manager 1	69727	EX	06/18/2000	15

In Rehabilitation Services Commission, assists in facilitation & direction of vocational rehabilitation services in assigned geographical area, analyzes areas of needs met & unmet, case services, finances & caseload movement which results in developing area staff patterns & budget, researches characteristics of people with disabilities in area, service facilities & manpower needs, assists in investigation of unusual & emergent situations concerning service delivery & assumes charge of assigned area in absence of manager; or in Department Of Mental Health, manages department of vocational services & supervises workshop program evaluation supervisors in provision of rehabilitation services to facility &/or community consumers.

Develops service programs in rehabilitation facilities & hospitals as necessary; assists agencies in grant procurement & design based on client needs; establishes fee schedules based on cost analysis; acts as liaison between area office & various government & private agencies to build & maintain mutual referrals & promote quality services; recommends changes in vocational rehabilitation policy to supervisor.

Evaluates & analyzes programs, implements supervisory review of client individualized written rehabilitation program for counselor compliance with procedures & program evaluation requirements; maintains & approves area-wide program evaluation system & recommends staff training to correct problem areas; supervises counselors &/or other staff as assigned by area manager.

Develops, coordinates & participates in public relations activities for assigned area (e.g., researches & responds to inquiries & complaints; gives speeches; lectures at local universities; attends seminars & conferences; serves on various boards & committees representing bureau); coordinates human resources activities for area as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; budgeting; manpower planning; department policies, procedures & practices related to vocational programs; eligibility criteria; evaluation & appraisal techniques; available community, industrial & government resources; human services area (e.g., rehabilitation counseling, education, psychology, sociology, sociology

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate program in human services area or management (e.g., human resources, public, business or rehabilitation administration); 2 yrs. exp. as vocational rehabilitation supervisor for assigned agency or private/governmental agency.

- -Or completion of undergraduate core program in human services or management area; (e.g., human resources, business, public or rehabilitation administration); 4 yrs. exp. as supervisor or vocational rehabilitation services with assigned agency or private/governmental agency.
- -Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel, sometimes overnight.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Vocational Rehab Manager 2	69728	EX	06/22/1990	16

Plans, develops & directs vocational rehabilitation programs & services in assigned geographical area (i.e., in Rehabilitation Services Commission) or in rehabilitation center for workers who are industrially injured (i.e., in industrial commission) or directs & manages all rehabilitation programming efforts (i.e., vocational rehabilitation, social rehabilitation, client education, activity therapy & occupational therapy) in mental health facility &/or in community.

Supervises lower level managerial or supervisory staff & clerical support personnel.

Responsible for administration of union contracts & state personnel policies within area; serves as link between central administration & field operation.

Solicits cooperation & interest of public & private health services agencies, labor & management organizations & professional rehabilitation groups to expand services, establish complete treatment programs & enhance public awareness of field of rehabilitation & available services.

Prepares operating budget & goals for assigned area/center (e.g., projects necessary allocations for general case service, funds for social security disability recipients & supplemental security income clients; prepares individualized goals for counselors regarding caseload & clients; implements system of standards & reports to accommodate director with current data on goal achievement; submits monthly reports regarding goal accomplishment, deviations from goals & budget & recommended adjustments for corrections); hears client appeals; coordinates human resources activities for area as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; public relations; department policies, procedures & practices relative to vocational rehabilitation programs; available community, industrial & government resources; human services area (e.g., rehabilitation counseling, education, psychology, sociology, social work, guidance & counseling); public or business administration; case management; supervisory techniques/principles; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate program in human services area or management (e.g., human resources, public, business or rehabilitation administration); 3 yrs. exp. as vocational rehabilitation supervisor for assigned agency.

- -Or completion of graduate program in human services or management area; 1 yr. exp. as vocational rehabilitation manager 1, 69728 for assigned agency.
- -Or completion of graduate program in human services or management area; 4 yrs. exp. as supervisor/manager of counseling services with private/ governmental agency.
- -Or completion of undergraduate core program in human services or management area; 5 yrs. exp. as vocational rehabilitation supervisor.
- -Or completion of undergraduate core program in human services or management area; 2 yrs. exp. as Vocational Rehabilitation Manager 1, 69728 for assigned agency.
- -Or completion of undergraduate core program in human services or management area; 6 yrs. exp. as supervisor/manager of counseling services with private/ governmental agency.
- -Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS: Requires travel, sometimes overnight.