

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

Rehabilitation Program Specialist

SERIES NO.:

6973

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

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.

At the first level, incumbents coordinate & review programs in assigned multi-county or district area.

At the second level, incumbents develop, coordinate & review programs in assigned region or statewide.

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

CLASS TITLE

Rehabilitation Program Specialist 1

CLASS NUMBER

69731

PAY RANGE

12

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The first advanced level class works under direction & requires thorough knowledge of human services area in order to coordinate & review programs for rehabilitation or habilitation of agency clients, function as specialized consultant to program staff & act as liaison with field staff &/or providers in department of mental health, or review surveyor & provider reports for program compliance, identify & present training to providers, act as liaison between agency & other state agencies & provider groups & assist in development of program policies, writing procedures & establishing program goals in Department of Health.

CLASS TITLE

Rehabilitation Program Specialist 2

CLASS NUMBER

69732

PAY RANGE

13

EFFECTIVE

06/16/2002

CLASS CONCEPT:

The second advanced level 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, monitor implementation of county plans for program services, participates in allocation of state & federal subsidies & assist in writing rules to legislation & coordinate special education units & adult basic education programs; or in Department of Mental Retardation & 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>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Rehabilitation Program Specialist 1	69731	12	01/07/2004	12

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.)

In Department of Mental Health, coordinates & reviews programs (e.g., infant, child &/or adult habilitation or rehabilitation programs) in assigned multi-county or district area & provides specialized consultative assistance to program staff (i.e., advises & trains counselors & rehabilitation teachers, interprets & develops program rules & regulations, assists in program compliance to rules & regulations & evaluates program effectiveness) & acts as liaison between agency central office & program &/or field staff &/or rehabilitation service providers,

OR

In Department of Health, acts as statewide consultant to district staff on any mental retardation/developmental disabilities concerns, conducts orientations, in services & staff development sessions, reviews department surveyor & provider reports to ensure program compliance & effectiveness, identify training needs & presents specialized training to providers (e.g., nursing homes, hospitals, health agencies), acts as liaison between agency & other state agencies & provider groups & assists in development of program policies, writing procedures & establishing program goals.

Writes reports of contacts with program staff; writes program evaluation reports for professional services staff & administrative personnel; reviews & monitors contracts; assists in writing grant proposals.

Prepares & delivers speeches & attends sales, fairs & works with general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of habilitation &/or rehabilitation programs; human resource training & development; public relations; management consulting; public accounting; public budgeting or public finance; human services field; federal & state laws & rules governing operation of habilitation &/or rehabilitation programs; technical writing; effective oral communication. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; develop complex reports & position papers; gather, collate & classify information about data, people or things, handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires completion of coursework for graduate field of study in human services area (e.g., rehabilitation counseling, special education, guidance & counseling, psychology, sociology, social work, child & family community services) as required by accredited college or university.

-Or 3 yrs. exp. in position with private or governmental agency responsible for coordination, development & evaluation or rehabilitative &/or rehabilitative programs. Applicants applying for positions in Department of Health must meet federal requirements for QMRP.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Rehabilitation Program Specialist 2	69732	12	06/16/2002	13

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, & in addition to preceding, in Department of Mental Health, monitors implementation of county plans for program services, participates in allocation of state & federal subsidies & assists in writing rules to implement legislation & coordinates special education units & adult basic education programs;

OR

In Department of Mental Retardation & 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.

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.

Advise rehabilitation facilities & state staff on methods of maintaining acceptable state standards for rehabilitation facilities & to insure 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. 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.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Graduate degree in a human service area (i.e., rehabilitation counseling, special education, guidance and counseling, psychology, social work, child and 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 and 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 Retardation/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.