

**CLASS TITLE: ADMINISTRATOR OF VOCATIONAL
REHABILITATION**

**Class Code: 02844500
Pay Grade: 39A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have administrative responsibility for a state program of vocational rehabilitation for the physically and/or mentally handicapped; to exercise overall administrative responsibility for the determination of disability Insurance Benefits under Titles II and XVI of the Social Security Act; to administer an independent living rehabilitation program for severely disabled clients in accordance with federal and state enabling legislation; and to related work as required.

SUPERVISION RECEIVED: Works under the broad direction of a superior with wide latitude for the exercise of independent judgement in carrying the activities of the program; work is reviewed through conferences and reports for conformance to general objectives and policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and evaluates the work of the professional and non-professional staff engaged in the program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To have administrative responsibility for a state program of vocational rehabilitation for the physically and/or mentally handicapped; to exercise overall administrative responsibility for the determination of disability Insurance Benefits under Titles II and XVI of the Social Security Act; to administer an independent living rehabilitation program for severely disabled clients in accordance with federal and state enabling legislation.

To administer a rehabilitation program for the assistance of physically and/or mentally handicapped persons able to engage in remunerative occupations, sheltered employment, etc.

To conduct surveys to locate persons qualified for assistance under the state law.

To have careful investigations made as to the family history, financial circumstances, medical history, etc., of each applicant.

To give publicity to the program on a statewide basis through personal interviews, conferences, addresses and other means.

To establish and maintain working relations with other public and private agencies and with individuals who are in a position to aid the rehabilitation program.

To make studies and investigations of established methods for experimentation with new methods of effecting rehabilitation.

To develop special programs for the severely disabled, such as homebound, epileptic and spinal cord injured.

To train personnel through staff conferences and the dissemination of information by issuing bulletins and letters of instruction.

To prepare budgets and approve expenditures of rehabilitation funds.

To exercise overall administrative responsibility for the determination of Disability Insurance Benefits under Titles II and XVI of Social Security Act.

To render decisions on questions arising in connection with the conduct of the services of the agency.

To administer a program of comprehensive services for independent living, providing essential support services for persons so severely disabled that vocational objectives are not immediately attainable.

To develop protection and advocacy systems to ensure the legal rights of clients/consumers in such areas as housing accessibility, transportation and public education.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the approved methods and practices used in rehabilitation work as specifically applied to the physically and/or mentally handicapped; a working knowledge of the principles and methods used in vocational guidance work; the ability to administer a state-wide program of vocational rehabilitation for the handicapped; the ability to plan, organize, supervise and evaluate the work of others; the ability to develop and maintain an effective public relations program; the ability to conduct studies and prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Vocational Education or Rehabilitation or Social Work or Public Administration; and

Experience: Such as may have been gained through: employment of a responsible administrative nature in one or more of the following fields; Education, Public Welfare, Public Health, Employment Placement or in a rehabilitation program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 2, 1982

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