

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV38445
Job Class Code:	770	Salary Schedule:	ASRRREHAB
EEO Category:	02	Grade:	20
Workers Comp Code:	8835		

Job Code Established:	01/01/85	Effective Date:	
Job Code Revised:	12/31/02	Effective Date:	
Job Code Revised:	03/11/06	Effective Date:	

JOB CODE SERIES: Rehabilitation Services Series

JOB CODE TITLE: REHABILITATION SERVICES SUPERVISOR

HRIS TITLE: REHABILITATION SVCS SPV

CHARACTERISTICS OF THE CLASS: Manages the daily activities of a staff engaged in a wide range of programs in the provisions of Vocational Rehabilitation, Independent Living Rehabilitation and Employment Support services; to eligible persons with disabilities, including persons with blindness/visual impairments; interprets and applies regulations and policies; delegates assignments and evaluates the work of subordinates; provides on-the-job training to new staff personnel; serves on district contract negotiation and management teams; writes reports, records and memoranda; may carry a small caseload of specialized or difficult cases; performs related work as required.

EXAMPLES OF DUTIES: Makes decisions on fund allotments to subordinates, case plans, unit policies, office purchases; performs review and evaluation of subordinate staff, case closures, recommendations on hiring/dismissal actions, case expenditures; directs, instructs, and counsels subordinate workers in carrying out a variety of tasks; works with subordinates to establish professional development plans; mentors subordinates; devises a schedule of work or subordinates to establish professional development plans; mentors subordinates; devises a schedule of work or itinerary, agenda or time table for subordinates on a daily or weekly basis; may handle caseload of persons with disabilities, including blindness and visual impairments; reviews work products or achievements of subordinate workers, evaluates work and formulates plans for improvement; resolves problems and questions presented by subordinate workers regarding work methods and processes; monitors case management practices to ensure compliance with RSA policies and procedures; approves or disapproves work prepared by subordinate workers; writes detailed reports summarizing activities, transaction or production covering a specified period of time or making the completion of a project; confers with other staff members, discussing, planning and determining courses of action in client training, treatment or case determination; assesses materials and supplies required to fill routine needs of work unit by examination of need and availability of materials, comparison of alternatives, and calculation of cost and establishes supply priorities; attends supervisory or work system management staff meetings; participates in problem solving and decision making; confers with clients and advises them regarding their complaints; attends professional seminars, meetings conferences; gives and receives information helpful in work system operation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws, statutes, rules, regulations, personnel policies and procedures governing the provision of vocational rehabilitation services to persons with disabilities, including blindness and visual impairment; principles and practices of vocational rehabilitation; learning and mobility problems of persons with disabilities including blindness and visual impairment; independent living rehabilitation services including communications, mobility, personal

and home management for persons with disabilities including blindness and visual impairment; functional limitations imposed by a variety of disabling conditions including blindness and visual impairment; needs of persons with disabilities including blindness and visual impairment; resources available in the community for the alleviation of health, educational and financial needs; qualifications and requirements for a wide range of occupations; occupational opportunities and labor market trends in the community; policies and procedures established for the work system; methods and techniques of instructing persons with blindness and visual impairment; principles and practices of work leadership and management.

Skill/Ability to: apply the principles and practices of work leadership and management; supervise, train, and motivate staff; prioritize, assign and review work; utilize resources effectively; resolve issues; provide information to customers, providers, community organizations and agencies; evaluate and manage cases; establish and maintain effective working relationships; interview to elicit information; counsel persons with disabilities including blindness and visual impairment; provide information, resolve problems and motivate persons to achieve goals; interpret, analyze and evaluate medical/psychological vocational data; observe, interpret and evaluate the impact of behavior on potential employment opportunities; manage cases; communicate verbally and in person; communicate with persons with disabilities including blindness and visual impairment, service providers, consultants and employers; teach various independent living skills to persons with disabilities including blindness and visual impairment; counsel special interest groups, representatives and the general public on the needs of persons with disabilities including blindness and visual impairment.

SPECIAL SELECTION FACTORS: Depending on program area of assignment, may require permanent certification by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) or the National Blindness Professional Certification Board (NBPCB).