

Washington State Department of Personnel
Class Specification

VOCATIONAL REHABILITATION SUPERVISOR

353U

Definition:

In the Department of Social and Health Services or the Department of Services for the Blind, serves as a supervisor of an office or group of small offices of vocational rehabilitation counselors and other staff in the delivery of vocational rehabilitation services to clients with disabilities. Manages office administrative budget with binding signature authority and distribute/redistribute funds according to availability and needs. Serves as primary liaison with community, government offices, and tribal governments within service area and advocates within the community to reduce attitudinal and environmental barriers for persons with disabilities. Provides individual training and direction to vocational rehabilitation counselors and other staff.

Typical Work:

Supervises work unit with responsibility for scheduling of work, assignment of cases, methodology of case handling, and integration of all services necessary for successful rehabilitation of individuals with disabilities;

Develops unit budget; assigns funds accordingly and monitors expenditures of funds for consistency with agency policy;

Responsible for review and approval authority for all individual written rehabilitation programs; conducts program research; interprets policy to staff;

Monitors individual counselor and unit performance including case movement, caseload size and documentation consistent with regulations and policies;

Develops individual counselor and unit work plans and reports progress to the field services administrator on a quarterly basis;

Establishes and maintains effective working relationships with community and professional organizations to identify and address unmet client need and to interpret program goals, policies and procedures to public groups, other agencies and professional organizations with special focus on establishing relationships with minorities and disability communities; develops and directs marketing plans;

Provides training and coaching on an individual counselor or unit level to develop and enhance skill, knowledge and performance expectations through the total rehabilitation process, including special programs such as, supported employment, rehabilitation engineering/assistive technology, school-to-work transition, independent living as mandated by federal and state regulations;

Implements, evaluates and monitors programs and provides quality control within the unit through quarterly case record audits to comply with federal and state regulations; develops recommendations on services or policies and procedures to meet agency goals;

Participates in developing and representing the agency in cooperative agreements, i.e., school-to-work transition, supported employment;

Responsible for technical assistance and application of the Department's accommodation policy relating to state employees with disability;

Recruits, interviews, and recommends employee for the unit;

Conducts performance evaluation of staff persons within the unit;

Recommends and implements corrective action plans and disciplinary action as necessary;

Serves as the first step in the grievance process as per the Master Agreement; gathers and assimilates information for conducting or representing Agency in Fair Hearings;

May conduct the administrative review of client appeals and prepare written report; responds to subpoenas, dispositions or court appearances;

Investigates client, advocate and legislator concerns and complaints;

Participates in internal audits of Community Rehabilitation programs;

Reviews space usage and equipment; recommends enhancements or repairs; establishes and oversees office security for equipment and negotiable; maintains list of, monitors and controls client equipment purchase;

Manages the community rehabilitation program within the unit, i.e., reviews and monitors vendor facility performance and compliance with agreements;

Performs other duties as assigned.

Knowledge and Abilities:

Knowledge of: principles and practices of supervision, staff development, budgeting, vocational rehabilitation process and professional rehabilitation counseling practices; personnel policy, procedures and practices; community resources; problem solving techniques; federal and state laws, rules and regulations relating to vocational rehabilitation; departmental policies and procedures; computerized systems and application relating to VR functions.

Ability to: plan, organize, direct, coach/train, counsel and evaluate work of unit staff; establish and maintain effective working relationships with staff, public and private organizations, civic and advocate groups and others; communicate effectively; exercise judgment in decision making; interpret agency policies and procedures; effectively and efficiently manage resources; provide a role model which will instill pride of craft in unit staff; apply problem solving techniques, utilize automated workstations to carry out specific job duties.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Master's degree in rehabilitation counseling,

OR

A current Certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification,

OR

A Master's degree with at least 18 quarter and 12 semester credit hours specified as follows:

1. ONE graduate course with a primary focus on the Theories and Techniques of Counseling, and
2. THREE graduate courses, each with a primary focus on one of the following areas:
 - a. Occupational Information
 - b. Job Development and Placement
 - c. Medical Aspects of Disabilities
 - d. Foundations of Rehabilitation
 - e. Psychological Aspects of Disabilities
 - f. Personal and Vocational Adjustment, and
3. TWO graduate courses, each with a primary focus on one of the following areas:
 - a. Assessment
 - b. Research Methodology
 - c. Vocational and Career Development
 - d. Community Resources
 - e. Case Management
 - f. Delivery of Rehabilitation Services,

AND

Four years of paid experience as a vocational rehabilitation counselor or similar paid experience in vocational counseling, job placement, vocational assessment, or other areas of rehabilitation counseling;

Class Specification History:

Revise class adopted May 1, 1975.

Revise class Revises title (formerly Vocational Rehabilitation Counselor 5), minimum qualifications; adopted October 31, 1985.

Revise class. Revises definition, minimum qualifications, deletes distinguishing characteristics, general revision adopted July 1, 1992.

Revise class. Revises minimum qualifications; adopted November 19, 1999.

Revise class. Revises minimum qualifications; adopted January 14, 2000.

Revise class. Revises minimum qualifications; adopted November 9, 2001.

Revise class. Revises definition; adopted October 1, 2003.

Revise class. Revises class code (formerly 37190), general revision; adopted May 10, 2007, effective July 1, 2007.

Revise class. Revises typical work, desirable qualifications, changes June 20, 2007, effective July 1, 2007.