

STATE OF NEBRASKA CLASS SPECIFICATION
VOCATIONAL REHABILITATION SUPERVISOR

EST: 04/02 – REV: 02/11
CLASS CODE: V72540

DESCRIPTION: Under limited supervision, plans, organizes, coordinates, and directs a vocational and independent living program for a geographic state area, Orientation Center or a large state institution. Responsible for the supervision and direction of counseling staff in the delivery of client services and achievement of agency objectives and standards; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to this class, on a regular and recurring basis, supervise a minimum of three rehabilitation and/or counseling staff which is distinguished from the Vocational Rehabilitation Counselor I and II classes which perform vocational counseling to develop and monitor clients' rehabilitation plans but do not have supervisory responsibilities. Positions allocated to the Vocational Rehabilitation Technician class perform a variety of supportive functions in the rehabilitation of persons with visual impairment and/or other disability.

Positions allocated to the Visually Impaired Orientation Counselor series perform counseling and provide teaching to assist clients in adjusting to blindness.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Plans, assigns, directs and evaluates the work of assigned vocational/counseling staff and provides recommendations on personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances and work schedules and assignments to ensure efficient and effective accomplishment of the work.

Trains staff in the policies and procedures of counseling and rehabilitation to improve and maintain job performance levels of employees.

Determines and develops program structure, policies, procedures, priorities, and goals and objectives for the delivery of client vocational rehabilitation and independent living skill services.

Determines and requests staff, material, and equipment needs for the program operations.

Evaluates new or revised federal/state/agency rules and procedures and/or changes in the Federal Rehabilitation Act to determine impact on delivery of vocational/independent living skill services, recommends and implements required program modifications, and trains staff in new regulations and operating procedures.

Confers with advisory boards, representatives from other state agencies and service providers, employers, and community resources to plan and coordinate delivery of services.

Monitors caseload statistics, initial contacts and eligibility determinations; reviews successful and unsuccessful client outcomes with staff to ensure services provided are in conformity with applicable federal and state laws and regulations.

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Develops a recommended program budget; reviews and authorizes payments for client services and equipment, staff training, office supplies and equipment, and various service contracts; monitors the budget for adjustments.

Performs case work and/or independent living skills training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and techniques of supervision; the Rehabilitation Act and state rehabilitation legislation; vocational rehabilitation counseling methods and techniques; the complex array of problems caused by blindness and/or visual impairments; medical and mental disabilities, treatments and their effects on the rehabilitation process; available community resources and of their organizations, purpose, and use in the delivery of client rehabilitation services.

Skill in: interviewing others to collect essential information; communicating to convey information; monitoring and assessing performance and implementing actions; reviewing information to develop options and implement solutions.

Ability to: manage human resources; plan, assign, direct and evaluate the work of assigned staff; collect, analyze, and evaluate a wide variety of medical, psychological, social, and vocational diagnostic data and apply such to the development, implementation, and modification of a rehabilitation plan; establish and maintain cooperative working relationships; perform program analysis to implement decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in social science, behavioral science, social work, counseling/guidance, vocational rehabilitation, psychology, sociology, human development, education or related field and four years experience in vocational rehabilitation counseling; OR Master's degree in any of the above mentioned fields or related area and two years experience. Experience supervising, leading or directing others. Experience providing vocational rehabilitation counseling or related area may substitute for the educational requirements on a year-for-year basis.

SPECIAL NOTES:

Positions in this class may require an employee to possess a valid driver's license, or the ability to provide independent authorized transportation, in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).