

VOCATIONAL REHABILITATION SUPERVISOR

DEFINITION: Under general supervision, performs administrative work of considerable difficulty in supervising and directing vocational rehabilitation counseling, job development and placement services to individuals with disabilities; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides supervision to vocational rehabilitation counseling staff; evaluates and supervises the maintenance of records and files for uniform application of policies and standards of services; recommends improvements and in-service and academic training for vocational rehabilitation staff; develops contact with referral agencies to improve and expand services; coordinates and interprets policies and procedures to ensure uniformity among the staff.

Assists the program manager in the development of plans and goals; establishes and maintains effective community relationships; prepares funding proposals, grant applications and budgets; serves as a vocational rehabilitation consultant to government and community groups; performs specialized counseling services to individuals with disabilities with issues related to social and personal adjustment; attends staff and other required meetings to exchange information and learn new processes; reviews and develops forms that will streamline documentation efforts; conducts continuous reviews of case records and caseloads; provides on-going support with technical aspects of eligibility to vocational rehabilitation counselors.

Reviews cases for eligibility, progress notes, plan development, consumer follow up and successful provision of needed services for an employment outcome; conducts presentations and public relation activities at chapter, state and national levels to inform rehabilitation professionals of recommended rehabilitation practices in native communities; establishes working relationships and agreements with service providers, institutions of higher education and training facilities; maintains an on-going caseload equal to or larger than subordinate staff; conducts annual employee performance appraisals.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of vocational rehabilitation.

Knowledge of modern principles and practices of counseling, vocational guidance, rehabilitation, and occupational placement.

Knowledge of the community and government resources for vocational rehabilitation.

Knowledge of the principles and practices of rehabilitation counseling.

Knowledge of supervisory methods and techniques.

Skill in supervising and managing staff.

Skill in collecting, analyzing, evaluating and utilizing data effectively.

Skill in communicating effectively both orally and in writing.

Skill in detecting motivations, behavioral problems of the physically, mentally and emotionally handicapped.

Skill in interpreting and explaining legal requirements.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary work in an office environment requiring occasional travel to agency offices.

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MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Rehabilitation Counseling, Social Work, Psychology, Special Education or related field; and three (3) years professional vocational rehabilitation counseling work experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Rehabilitation Counseling, Social Work, Psychology, Special Education or related field.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a valid Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.