



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB MANAGER

Job Number: 20001044

Job Code: 47230V231216

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 12/16/2023

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages personnel engaged in the implementation of vocational rehabilitation programs and services for persons with disabilities, and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling, or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional or administrative experience in a rehabilitation program or professional experience in rehabilitation, rehabilitation teaching or therapy, vocational assessment, employer relations, rehabilitation technology, rehabilitation counseling, vocational evaluation, supported employment, job placement, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling, customized employment, health studies, human relations, human resources, occupational therapy, physical therapy, school counseling, or a related field. Two years of the required experience must include rehabilitation management or supervisory experience.

Substitute EDUCATION for EXPERIENCE:

Current certification as a Certified Rehabilitation Counselor (CRC) will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

A bachelor's degree plus an additional two years of professional experience in rehabilitation, rehabilitation teaching or therapy,

vocational assessment, employer relations, rehabilitation technology, rehabilitation counseling, vocational evaluation, supported employment, job placement, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling, customized employment, health studies, human relations, human resources, occupational therapy, school counseling, or a related field will substitute for the required master's degree.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises all vocational rehabilitation staff. Provides direction for implementing and improving specialized services including policy interpretation and development. Manages and supervises employees and monitors activities to ensure that services comply with the Federal Rehabilitation Act of 1973 as amended. Interprets, applies, and enforces agency rules, regulations, and policies as each relates to the particular program and participates in the development and/or revision of policy and procedures for the particular program area. Applies theories and principles of public administration to plan, develop, administer, and coordinate a statewide program(s) of services for individuals with disabilities. Provides administrative direction in implementing or maintaining various specialized technical fields including: services for individuals with severe disabilities, comparable benefits, quality assurance/analysis, affirmative action relating to individuals with disabilities, program evaluation, learning disabilities program, deaf/hard of hearing program, administrative reviews, client assistance, social security, workforce investment act, workers' compensation, projects with industry, program planning, staff development, interagency coordination, new program development and preparation of master manual(s) for all rehabilitation programs and supervision and training staff in areas of expertise. Analyzes proposed legislation relative to cost changes in the programs. Reviews the expenditure of federal funds and provides supervisor with information on status of budgets. Gathers information for public and private institutions which have an involvement with the population of individuals with disabilities. Represents the department/office at specified conferences, advisory panels, committees, etc. Acts as an expert witness. Makes presentations and conducts workshops at the local and state levels. Evaluates the performance of employees. Interviews and makes recommendation on potential employees. Counsels with problem employees and initiates disciplinary action when appropriate.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.