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RS17057  
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REHABILITATION SERVICES MANAGER 1  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
BLIND AND VISUAL IMPAIRED SERVICE  
PUTNAM

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION COORDINATES THE WORK ACTIVITIES OF THE VISUALLY IMPAIRED AND BLIND TRAINING SERVICES UNIT. THIS INDIVIDUAL PERFORMS COMPLEX MANAGERIAL, ADMINISTRATIVE AND SUPERVISORY DUTIES SERVICES TO PERSONS WITH BLINDNESS AND VISUAL IMPAIRMENT. DUTIES INCLUDE BUT ARE NOT LIMITED TO: MANAGE THE PROVISION OF STATEWIDE PRE-EMPLOYMENT AND VOCATIONAL TRAINING PROGRAMS IN THE PROVISION OF ORIENTATION AND MOBILITY, BRAILLE, COMPUTER ACCESS (ALTERNATIVE INPUT FOR COMPUTER ACCESS) AND BIOPTIC DRIVING SERVICES (INCLUDING EVALUATION AND TRAINING) FOR ELIGIBLE VISUALLY IMPAIRED INDIVIDUALS REFERRED FROM THE FIELD PROGRAM IN ORDER TO FACILITATE SUCCESSFUL COMPLETION OF EMPLOYMENT GOALS; DEVELOP AND IMPLEMENT WV DRS POLICY IN THE PROVISION OF BLIND/VI TRAINING SERVICES. DEVELOP AND IMPLEMENT UNIT GOALS AND OBJECTIVES FOR PROVISION OF VI TRAINING SERVICES. DEVELOP AND MAINTAIN CURRICULUM FOR VI TRAINING SERVICES. MONITOR AND REVIEW LESSON PLANS AND CASELOADS, MANAGE STAFF ACTIVITIES AND EVALUATE SERVICE DELIVERY NEEDS; REVIEW CLIENT CASE FILE INFORMATION IN PREPARATION FOR STAFF EVALUATIONS AND TRAINING, ASSIGN SERVICES TO APPROPRIATE SERVICE PROVIDERS; REVIEW RESULTS OF EVALUATIONS AND TRAINING SERVICES FOR TRAINING REPORTS TO ASSURE QUALITY OF SERVICE DELIVERY. PROVIDE PRESENTATIONS AND NETWORK ACTIVITIES TO COMMUNITY GROUPS, AGENCIES, PROFESSIONALS AND INTERNAL DRS STAFF. MAINTAIN EFFECTIVE RELATIONSHIPS WITH REFERRAL SOUCES/COUNSELORS AND MANAGERS. WORK WITH WV DMV TO ENSURE EFFECTIVE AND EFFICIENT SERVICES FOR PROVISION OF BIOPTIC DRIVING TRAINING SERVICES. OVERSEE THE DEVELOPMENT AND DISSEMINATION OF INFORMATIONAL

LITERATURE. MAINTAIN AND REVIEW MONTHLY PROGRESS REPORTS, LESSON PLANS AND DATA. REVIEW AND MONITOR DATA TO DETERMINE IF THE UNIT'S GOALS ARE BEING MET; QUALITY ASSURANCE OF RENDERED SERVICES. ENSURE COMPLIANCE WITH THE BIOPTIC DRIVING LAWS. REVIEW AND SUBMIT REPORTS PROVIDED BY BIOPTIC DRIVING COORDINATORS FOR WV LEGISLATURE, APPROVE TRAVEL, LEAVE AND TRAINING REQUESTS. MANAGE ADMINISTRATIVE BUDGETS. MUST HAVE THE ABILITY TO ANALYZE OBJECTIVE DATA TO EVALUATE THE PERFORMANCE SERVICE DELIVERY AND PROGRAMMATIC NEEDS; RECOMMEND AND OVERSEES THE SPECIALIZED AREA OF BLINDNESS AND VISUAL IMPAIRMENT. MAINTAIN CURRENT KNOWLEDGE AND COLLABORATIVE EFFORTS OF WV DIVISION OF REHABILITATION SERVICES AND WV DIVISION OF MOTOR VEHICLES FOR LOW VISION CONSUMERS; KNOWLEDGE OF GOVERNING LAWS AND REGULATIONS OF THE STATE'S BIOPTIC LOW VISION DRIVER TRAINING PROGRAMS. ENSURE COMPLIANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS PERTAINING TO LICENSURE AND SAFETY REQUIREMENTS. THIS INDIVIDUAL WILL USE INDEPENDENT JUDGEMENT TO DETERMINE APPROPRIATE ACTIONS THAT NEED TO BE TAKEN TO ACHIEVE RESULTS AND GOALS CONCERNING THE UNIT'S DELIVERY OF SERVICES. WORK WILL BE PERFORMED INDEPENDENTLY AND IN CONJUNCTION WITH AGENCY PROGRAM SUPERVISORS, MANAGERS AND COUNSELORS REQUIRED. MUST HAVE A VALID DRIVER'S LICENSE OR CERTIFICATION THAT APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED. OFFICE LOCATION WILL BE 10 MCJUNKIN ROAD, NITRO, WEST VIRGINIA.

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.  
SUBSTITUTION: EXPERIENCE LISTED BELOW MAY BE SUBSTITUTED FOR THE GRADUATE TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION, INCLUDING TWO YEARS PAID EXPERIENCE IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

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SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: OCTOBER 06, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. AARON JOHNSON  
REHAB SERVICES 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17057 ON APPLICATION