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REHABILITATION PROGRAM SPECIALIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
REHABILITATION FIELD SERVICES PROGRAM  
STATEWIDE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE GENERAL SUPERVISION OF THE REHABILITATION SERVICES MANAGER, ASSISTS IN THE DEVELOPMENT AND COORDINATION OF THE DIVISION'S ACTIVITIES RELATED TO COMMUNITY REHABILITATION PROGRAMS (CRPS). THESE ARE PROGRAMS DESIGNED TO PROVIDE A COMPREHENSIVE ARRAY OF SERVICES TO MEET A WIDE RANGE OF NEEDS TO PERSONS WITH DISABILITIES AT THE COMMUNITY LEVEL. RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: ENSURE COMPLIANCE WITH THE REHABILITATION ACT AND THE REHABILITATION SERVICES ADMINISTRATION REQUIREMENTS FOR OVERSIGHT OF COMMUNITY REHABILITATION PROGRAMS. MONITOR THE CRP VENDORS TO ENSURE COMPLIANCE WITH FEDERAL LAW, STATE LAW, RULES, REGULATIONS AND PROCEDURES FOR THE PROVISION OF COMMUNITY SERVICES. PROVIDE ON-GOING TECHNICAL ASSISTANCE TO ASSIGNED CRPS VIA REGULAR SITE VISITS, PHONE CALLS AND DOCUMENT REVIEW. ENSURE COMPLIANCE WITH THE GUIDELINES OF THE LEGISLATIVE APPROPRIATED GRANTS AND AGREEMENTS FOR SUPPORTED EMPLOYMENT, WORK CENTERS AND EXTENDED SUPPORTED EMPLOYMENT TO ENCOURAGE USE OF THESE FUNDS. DEVELOP, PLAN/COORDINATE AND CONDUCT ON-GOING JOINT TRAINING FOR CRPS AND DRS STAFF. COORDINATE/DEVELOP AND DISSEMINATE PROGRAM POLICY RELATED TO ALL SERVICES PURCHASED BY AND/OR FUNDED THROUGH THE DIVISION'S RESOURCES WITH ASSIGNED CRP PROVIDERS AND DRS STAFF. REVIEW VENDOR AGREEMENTS/REQUIREMENTS WITH EACH ASSIGNED CRP AND NOTIFY APPROPRIATE DRS STAFF REGARDING ANY DEFICIENCIES. IDENTIFY WHICH SERVICES ARE AVAILABLE. CONDUCT REGULAR REVIEWS TO ENSURE STANDARDS ARE BEING MET. PROVIDE NEW COMMUNITY REHABILITATION PROVIDER/VENDOR TRAINING TO ANY NEW PROVIDERS OR TO UPDATE NEW STAFF WITHIN EXISTING PROVIDERS. DEVELOP IMPROVEMENT PLANS AND

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MONITOR IMPROVEMENT PROCESS WITH ASSIGNED CRPS AS THEY IMPLEMENT PLAN. PREPARE UPDATES AND REPORTS REGARDING ISSUES, AND CONCERNS IN RELATION TO CRP PROVIDERS AT A MINIMUM, MONTHLY OR AS NEEDED. ATTEND RELATED TRAINING TO REMAIN CURRENT WITH BEST PRACTICES AND ENCOURAGE CRPS TO ATTEND. SERVE AS DRS LIAISON WITH COMMUNITY PROGRAMS WITHIN THE ASSIGNED AREA. RECRUIT ADDITIONAL DRS VENDORS. PERFORMS OTHER DUTIES AS ASSIGNED. WILL BE REQUIRED TO TRAVEL IN STATE WITH PERIODIC OVERNIGHT STAYS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN A REHABILITATION SERVICES AREA. TWO YEARS OF THE QUALIFYING EXPERIENCE MUST HAVE BEEN AT A LEVEL CONSISTENT WITH THE WORK PERFORMED AT THE REHABILITATION SERVICES SPECIALIST LEVEL.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

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 RS17058 ON APPLICATION