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REHABILITATION SERVICES MANAGER 1  
CLASSIFIED POSITION VACANCIES 001

LOCATION:

DEPARTMENT OF COMMERCE  
DIVISION OF REHABILITATION SERVICES  
WHEELING DISTRICT OFFICE  
OHIO

SCHEDULE:

DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:

1.00

DUTIES:

UNDER THE DIRECTION OF THE ASSISTANT DIRECTOR OF CLIENT SERVICES, THIS INDIVIDUAL PERFORMS COMPLEX ADMINISTRATIVE, MANAGERIAL, AND SUPERVISORY WORK WITH RESPONSIBILITY FOR A MAJOR COMPONENT OF THE VOCATIONAL REHABILITATION PROGRAM. THIS INDIVIDUAL WILL INSURE THE COMPREHENSIVE PROVISION OF VOCATIONAL REHABILITATION SERVICES TO PERSONS WITH DISABILITIES IN AN ELEVEN COUNTY DISTRICT OF WEST VIRGINIA. THIS DISTRICT IS COMPRISED OF HANCOCK, BROOKE, OHIO, MARSHALL, WETZEL, TYLER, DODDRIDGE, RITCHIE, PLEASANTS, WIRT, AND WOOD COUNTIES. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: PLANNING, COORDINATING, EVALUATING, AND OVERSEEING THE WORK OF THE 35 VOCATIONAL REHABILITATION STAFF IN THE WHEELING DISTRICT. MONITOR CASELOAD MANAGEMENT OF ALL PROFESSIONAL STAFF AND EVALUATE SERVICE DELIVERY. INTERVIEW/HIRE NEW STAFF. OVERSEES AND PARTICIPATES IN STAFF DEVELOPMENT. APPROVE TRAVEL, LEAVE AND TRAINING REQUESTS. MANAGE THE DISTRICT CASE SERVICE AND ADMINISTRATIVE BUDGETS. MAINTAIN AND DEVELOP LINKAGES TO OTHER HUMAN SERVICE AGENCIES, BOTH PUBLIC, PRIVATE AND DISTRICT EMPLOYERS. IDENTIFY AND DEVELOP OTHER COMMUNITY PARTNERS. MUST HAVE KNOWLEDGE OF THE PHILOSOPHY, LAWS AND REGULATIONS THAT UNDERPIN VOCATIONAL REHABILITATION. MUST HAVE EXTENSIVE KNOWLEDGE OF THE REHABILITATION PROCESS, INCLUDING PROCEDURES, METHODS, TECHNIQUES AND PRACTICES FOR SERVICE DELIVERY. MUST HAVE THE ABILITY TO ANALYZE OBJECTIVE DATA TO EVALUATE THE PERFORMANCE AND SERVICE DELIVERY WITHIN THE DISTRICT. THIS INDIVIDUAL MUST POSSESS EXCELLENT COMMUNICATION SKILLS IN PROACTIVELY DEALING WITH BOTH INTERNAL AND EXTERNAL CUSTOMERS AND EMPLOYERS. A VALID DRIVER'S LICENSE IS REQUIRED, DUE TO FREQUENT

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TRAVEL THROUGHOUT THE ASSIGNED WORK AREA.

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.

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

DEADLINE: NOVEMBER 02, 2018

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. TERRY W. BLAIR  
DIVISION OF REHABILITATION SERVICES  
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS1917 ON APPLICATION