Job Title:	Supervisory Vocational Rehabil
Requisition Number:	JO-1510-3739
Grade:	13
Salary Range:	$84,136.00 - $117,789.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	10/16/2015 - 10/26/2015

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SUPERVISORY VOCATIONAL REHABILITATION SPECIALIST
MS-1715-13
$84,136 - $117,789

Job Summary
Management Supervisory Services AT-Will

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA). The Rehabilitation Services Administration provides comprehensive vocational and independent living services to persons with disabilities to promote their opportunities for employment, economic self-sufficiency, independence and inclusion and integrations into society. RSA works with communities, businesses and organizations in an effort to ensure that individuals attain integrated employment in the mainstream of society. The incumbent in this position supervises the performance of the administrative and technical operations of the assigned program independently, referring to the supervisor only on those matters deviating from established policies and procedures.

Major Duties

The incumbent is expected to ensure responsive assistance to unit personnel and ensures that established programs are maintained in an effective and productive manner. Develops and implements deviations in programs and projects as new rehabilitation needs become evident and new policies and regulations are published. Ensures that operating procedures for all activities of the assigned program are completely documented and that documented procedures are updated and revised as necessary.

Directs the work of the vocational rehabilitation specialists and other staff assigned to the unit. Based on a thorough knowledge of the professional and rehabilitation services required by the persons served, develops, plans and establishes rehabilitation programs meeting individual needs and assures that the most effective means of case findings, early diagnostic testing, training and placement of persons with disabilities. Plans routine operations, special projects and new and improved activities; reviews and approves work plans and confers with subordinates to develop properly structured activities with clearly delineated tasks, responsibilities, reporting requirements and time frames. Responds to inquiries from other local organizations or government agencies or individuals regarding the policies and procedures used by the agency.

Coordinates with the Human Capital Administration concerning training needs of the RSA Vocational Rehabilitation staff. Establishes training needs and acts as liaison with the DDS Training Institute to establish maintain and update weekly, monthly and annual training schedules. Determines, after consultation with leadership within the agency and outside experts, appropriate training offerings. Assists the DDS Training Institute in developing mandatory and optional coursework requirements, and makes recommendations for implementation to senior management.

Monitors and evaluates routine operations and special activities for efficiency, effectiveness and compliance with policies and procedures. Analyzes existing work methods and management techniques employed to determine if they provided maximum efficiency and effectiveness and revises as necessary. Ensures that core positions are kept abreast of new and cutting edge methodology in the area of vocational rehabilitation.

Periodically reviews caseloads of specialists to assure quality and quantity of production, conformity to policies and regulations in carry out rehabilitation, training and development and implementation of rehabilitation plans. Approves case closures. Makes caseload assignments consisting of severely disabled and problem cases requiring exceptional knowledge and skill in the application of rehabilitation techniques with the appropriate specialist. Counsels clients and develops specific plan requirements and implements the plan, arranging for needed services and/or purchases and works with client to secure suitable employment.

Coordinates services, documentation of expenses, and voucher payments. Ensures the examination of vouchers consisting of the examination for accuracy, adequacy of documentation, compliance with regulations and justification of vouchers, invoices, claims and other requests for payment for goods and services. Oversees the comparison of requests and statements against various authorizing document or with other available papers and records.

Provides supervision and guidance to subordinate staff by establishing work standards, designating work assignments, identifying developmental and training needs, and evaluating work performance. Attends/conducts staff meetings, seminars, workshops and sits on or chairs various committees. Gives advice, counsel and instructions to individual employees on both work and administrative matters.

Interviews candidates for vacant positions and makes recommendations for appointments, promotions, or reassignments involving these positions. Provides final approval or resolves problems arising over leave usage of subordinates. Reviews and approves paperwork related to payroll/overtime requests; evaluates subordinates activities, work performance, and conduct.
Performs other related duties as assigned.

Collective Bargaining Unit
This position is not in a collective bargaining unit. Management Supervisory Services AT-Will.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to administering a Vocational Rehabilitation program. Example: VR program planning and evaluation principles; and management strategies related to the provision of vocational rehabilitation services.

Licensures, Certifications and other requirements
Certified Rehabilitation Counselor (CRC) Other - Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

Education
Master's Degree - "Master's Degree in Rehabilitation Counseling, Vocational Evaluation, Vocational Rehabilitation, or related field"

Work Experience

Experience managing and overseeing the work of a diverse group of VR professionals.

Experience applying vocational training concepts and practices; of the employment market; of training facilities; and of skill demands and environmental conditions in occupations and in specific jobs in relation to their suitability for the training and employment of the persons served by the rehabilitation program.

Experience and knowledge of counseling techniques and methodology used in motivating these individuals and helping them to adjust successfully to the training or work situation.

Work Environment

The incumbent is located in a normal office setting. Visits to the field may include schools, homes, offices, institutions, work and training sites.