

Minimum Qualification Specifications
for

VOCATIONAL REHABILITATION MANAGER I
(VOCATIONAL REHAB MANAGER I)

Education Requirements

Current certification as a Certified Rehabilitation Counselor.¹

Experience Requirements

Applicants must possess experience of the kind, quality and amounts described below, or any equivalent combination of training and experience.

Specialized Experience: Two (2) years of responsible professional work experience in one or a combination of the following:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training and placement of persons with disabilities into gainful employment.

¹ Positions provide or are authorized to provide direct counseling services as necessary covered by the State Plan for Vocational Rehabilitation Services. The State Plan for Vocational Rehabilitation Services required by the Rehabilitation Act of 1973, as amended, and the Federal regulations for the State Vocational Rehabilitation Services Program, and administered by the Department of Human Services, includes personnel standards for rehabilitation counselors, supervisors, and managers who perform or are authorized to perform one or more "counselor functions." "Counselor functions" covered by the State Plan, include: (1) Making an eligibility determination; (2) Approving an IPE and any amendments to the IPE; (3) Making the determination as to who is an individual with a significant disability; (4) Making the determination as to who is an individual with a most significant disability; (5) Making the determination, in consultation with the individual, of ineligibility; (6) Making the determination, in consultation with the individual, that the record of service of an individual who has achieved an employment outcome can be closed.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Managerial Aptitude: Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the class VOCATIONAL REHABILITATION MANAGER I (VOCATIONAL REHAB MANAGER I), which was approved March 10, 2014.

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