

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
DISABILITIES CONSULTANT

DEFINITION

Provides accommodation and consulting services for persons with disabilities in the areas of housing, transportation, recreation, health care, physical access, employment practice; coordinates statewide interpreting services; serves as staff liaison for the Advisory Council on Head Injuries; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Organizes local committees concerned with the problems of the disabled to enhance the complete life style of disabled persons.

Consults with builders, civic groups, business owners, and government agencies to eliminate attitudinal and environmental barriers to disabled persons in obtaining housing, transportation, recreation, and employment.

Reviews housing, recreation, and transportation needs of disabled persons to determine what is needed at the local and state level.

Coordinates interpreting services on a statewide basis to meet the communication needs for the deaf and hearing impaired in legal, medical, social service, police, crisis, vocational and/or educational situations requiring expert interpreting and translating skills.

Cooperates with public and private entities to promote the prevention, evaluation, care, treatment and rehabilitation of persons affected by head injury.

Assists Advisory Council on Head Injuries to promote methods to reduce debilitating effects of head injuries and develop recommendations for a state plan to provide services for persons with head injuries.

Acts as liaison with elected officials, governmental agencies, human resource professionals and local groups to clarify the program needs of disabled persons and to establish and maintain the plans and programs dealing with disabled persons and their disabilities.

Speaks before civic groups, special interest groups, elected officials, and institutional groups.

Discusses the problems of disabled persons on mass media to develop greater awareness of the social, economical, and medical problems of the disabled.

Develops and expands interpreting and sign language services of the Deaf Services Program to promote the provision of skilled interpreting services.

COMPETENCIES REQUIRED

Knowledge of what constitutes the needs and problems of disabled persons.

Knowledge of the attitudinal barriers that affect the adjustment of disabled persons into society.

Knowledge of the effects of community, vocational and social environments on disabled persons.

Knowledge of employer needs when considering employment opportunities for the disabled.

Ability to interact with disabled people, community groups, and general public to establish and maintain effective working relationships.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas effectively in order to persuade, inform, and interpret.

Ability to conduct building accessibility surveys.

Ability to comprehend and apply technical instructions relating to department procedures and various laws and policies.

Ability to evaluate community group acceptance of the program.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Five years of experience in areas of education, counseling, social work, psychology, public relations, vocational rehabilitation, physical therapy or a closely related area dealing with human resources, rehabilitation, health care or deaf services;

OR

an equivalent combination of education and experience, substituting thirty semester hours of undergraduate level college work for one year of the required work experience to a maximum substitution of four years;

OR

an equivalent of education, substituting thirty semester hours of graduate study in sociology, counseling, social work, psychology, vocational rehabilitation, deaf education, physical therapy, communications or public relations, for the required work experience.

NOTE:

Must be available to travel extensively.

Effective Date: 05/07 VA