

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
SENIOR SERVICES SPECIALIST
FOR THE BLIND 3

DEFINITION

Provides first line supervisory responsibility for the Department of the Blind's independent living rehabilitation or vocational rehabilitation operations; 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

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Reviews eligibility decisions for the provision of services; recommends approval or disapproval of rehabilitation plans, independent living rehabilitation plans and the financial authorization.

Reviews grant announcements to determine which might be effectively utilized by the Department of the Blind.

Assists in the preparation of project (grant) goals, objectives, budget, evaluation standards and appropriate narratives; provides ongoing evaluation of program objectives and prepares continuation or final reports.

Coordinates incoming referrals to independent living and assigns referrals to field staff based upon established guidelines.

Assists with the development of brochures and reports used for public information purposes; responds to surveys regarding types of services provided, methodology of service provision and characteristics of clients served.

Represents the Department of the Blind on various interagency boards and committees involved in independent living, rehabilitation and disability issues.

Serves as member of the management team: assists in establishing budget, short and long term goals and overall operational plans for independent living rehabilitation or vocational rehabilitation.

Reviews and analyzes records and reports of program progress; notes any problems and recommends alternative corrective action.

Evaluates goals, objectives and procedures in relation to established federal and state regulations; negotiates where indicated with Rehabilitation Services Administration personnel concerning regulation and policy interpretation.

Oversees the Department's student-intern program with a university's rehabilitation education program or similar program.

COMPETENCIES REQUIRED

Knowledge of the Rehabilitation Act of 1973 as amended (especially Title VII, Parts A, B & C), Rehabilitation Services Administration rules and regulations, state laws, departmental policies and procedures.

Knowledge of the rehabilitation process/delivery system.

Knowledge of and belief in positive and realistic attitudes toward blindness.

Knowledge of public vocational rehabilitation - its philosophy and history.

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for the organization served.

Knowledgeable of the principals of supervision.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to coordinate and integrate the work activities of subordinates.

Ability to adjust to change, work pressures or difficult situations without undue stress.

Ability to remain objective in evaluating facts, situations and circumstances.

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. Makes an effort to follow policy and cooperate 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

Graduation from an accredited college or university and experience equal to three years of full-time work in rehabilitation or a closely related field;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full-time work experience, as outlined above, for each year of the required education to a maximum substitution of three years.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department for the Blind.

Effective Date: 12/99 BW