

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REHABILITATION SERVICES ADVISOR I

POSITION CODE: 38176

Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, assists in defining operational methods and procedures in one or more of the following specialized program areas: Blind and Visually Impaired, Deaf and Hard of Hearing, Facilities, Medical Services, Mental Disorders/Developmental Disabilities, Placement/Client Training, Resource Utilization, Secondary Work Experience, S.S.I./S.S.D.I., etc.; develops and evaluates resources and procedures with public and private agencies and organizations to meet the needs of target population.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews, analyzes, and evaluates request from counselors, casework supervisors and others providing rehabilitative services, pertaining to the needs and appropriateness of plans and services.
2. Acts in an advisory and consultative capacity, interpreting policies and procedures, state plan requirements, and state and federal laws and regulations as they relate to facilities, special programs, special agreements, and contracts which may be established to meet a specific objective.
3. Assists local district counselors and supervisors in establishing and evaluating special programs and/or services.
4. Consults with appropriate resource development specialists on matters pertaining to administrative and management policies, special programs, specialized professional staffs and related services.
5. Analyzes and evaluates effectiveness of services planning and utilization for area offices.
6. Assists in defining client-orientated/agency-oriented needs.
7. Promotes resource development in cooperation with resource development specialists and appropriate agency managers and consultive sources.
8. Coordinates applicable resource functions, services, and programs for implementation by area staff; formulates recommendations for effective utilization of total resources and special programs or services.

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9. Assists in development of special interest training programs.
10. Analyzes field programs and projects in terms of objectives, policies, and standards.
11. Assists in the preparation of diverse data for field reports concerning specialized functions and/or operations.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely related field.

Requires a minimum of two years experience related to field of specialization.

Knowledges, Skills, and Abilities

Requires working knowledge of human behavior as related to personal, social and vocational adjustment.

Requires working knowledge of federal, state and local laws and regulations as they relate to current status of social legislation, of services and policies of social welfare programs and of current social and economic problems.

Requires working knowledge of the physical, psychological and emotional problems of the handicapped, the limitation imposed by specific disabilities and the interpretations of these limitations in terms of vocations.

Requires working knowledge of the more common physical and mental illnesses and handicaps and their social implications.

Requires working knowledge of major cooperating programs such as Old Age Survivors Insurance, public assistance, employment service, and public health.

Requires working knowledge of state and federal regulations and funding procedures pertaining to vocational rehabilitation.

Requires working knowledge of rules and regulations governing public and private agencies and organizations in the field of vocational rehabilitation.

Requires the ability to express clearly in written, oral, or graphic form the results of administrative and program evaluations.

Requires the ability to write programs to meet specific objectives and in the proper format.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.