

DEAF & HARD OF HEARING PROGRAM ADVISOR

KIND OF WORK

Advanced professional work in a specific area of rehabilitation program support, delivery and development.

NATURE AND PURPOSE

Employees in this class are responsible for advanced non-supervisory work in a specialized activity which involves comprehensive responsibility for technical support as part of a program development or administrative services team. Responsibilities extend to developing program resources for direct service to clients, training of staff in specific program areas and assisting in the development of greater professional capabilities of the agency. Activities are highly specific in nature requiring thorough familiarity with the goals and operations of the rehabilitation program. Supervision is provided by management staff. Wide latitude is allowed to employees in this classification.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Designs and conducts studies and develops measurement tools to obtain management information utilized in divisional decision-making processes.

Monitors federal and state guidelines and regulations to ensure that management is informed of developments, requirements are met, and programs are implemented in compliance with goals and standards.

Plans and evaluates specific rehabilitation program so that maximum services are rendered for available resources.

Provides specialized technical assistance and advice to operating staff and to local and regional human service agencies so that services are effectively dispersed.

Prepares reports on program activities and makes recommendations so that management decisions reflect actual program status.

Develops and maintains contact with public and private sector individuals and/or groups so that the effective coordination and promotion of rehabilitation services are ensured as assigned.

Develops and implements rehabilitation programs so that service delivery skills of professional and non-professional staff enhance successful program execution.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of rehabilitation programs, policies, procedures, and enabling legislation pertaining to areas of specialization.

Considerable knowledge of staff development techniques in a human services setting.

Considerable knowledge of specific program support component such as research, program evaluation, public relations or special service mandate.

Considerable knowledge of departmental operating policies, practices, and procedures.

Skill in:

Utilizing technical data management systems unique to specialty areas to provide program information.

Ability to:

Effectively communicate orally and in writing.

Establish and maintain effective working relationships with staff and the general public.

Prepare and deliver rehabilitation training courses.

Est.: 8/81

Rev.:

Ckd.: 11/91

T.C.: 4/28/86; 11/13/98

Former Title(s): Rehabilitation Prog. Advisor;
Hearing Impaired Program Advisor