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**NASSAU COUNTY**

**Title : COORDINATOR OF  
VOCATIONAL REHABILITATION  
SERVICES**

**SCHOOL DISTRICTS**

**Code: 220085 MEF**

**CLASS SPECIFICATION**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs responsible administrative and supervisory duties in designing, planning, and coordinating the BOCES Supported Employment Program to provide services needed to transition aging-out students with disabilities from school to work; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of considerable independent judgment in developing and coordinating required services, and supervising vocational rehabilitation staff.

**TYPICAL DUTIES**

- \* 1. Designs, plans, supervises, and coordinates the Supported Employment Program to provide services needed to transition aging-out students with disabilities from school programs to paid employment, implementing New York State transition mandates.
- \* 2. Supervises a number of diverse vocational services needed by the Department of Special Education and district-based students to successfully transition out.
- \* 3. Participates in grant and contract development, and monitors financial management and reporting activities.
- \* 4. Supervises vocational staff and coordinates Supported Employment Services provided to district-based students with disabilities and the Center for Community Adjustment (CCA) and Rosemary Kennedy School (RKS) graduating students through Vocational and Educational Services for Individuals With Disabilities (VESID) contracts.
- \* 5. Supervises vocational staff and activities for Special Education secondary programs.
- \* 6. Develops budget, and manages contracts as well as a multifaceted fee-for-service to districts program.
- \* 7. Develops and implements internal procedures with business office to maintain accurate monitoring of revenues and expenses.
- \* 8. Performs required or assigned fund source analysis, financial accounting, budgeting, and cost-benefits analysis.
- \* 9. Develops and implements internal procedures and paperwork to meet Office of Mental Retardation and Developmental Disability (OMRDD), VESID, and Nassau BOCES mandated practices and policies.
- \* 10. Provides a program of specialized training and workshops for staff.
- \* 11. Interprets, explains, and promotes program goals and procedures to targeted or

broad based constituencies and/or participants.

- \*12. Participates in the selection of staff and makes recommendations for hiring.
- 13. Previews, reviews, evaluates, and recommends the purchase of materials, equipment, supplies, and consultant/performer services.

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**TYPICAL DUTIES (continued)**

- 14. Assesses and evaluates program effectiveness.
- 15. Prepares reports and maintains documents, student and consumer files, and historical data.

**\*ADA ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

- 1. Extensive knowledge of vocational rehabilitation casework principles and methods.
- 2. Extensive knowledge of individual and group behavior of the physically or mentally disabled.
- 3. Extensive knowledge of current educational, social, economic, and health programs in vocational rehabilitation.
- 4. Thorough knowledge of the more common physical and mental disabilities.
- 5. Thorough knowledge of relevant federal and state laws and regulations, and judicial decisions applicable to children with disabilities.
- 6. Thorough knowledge of the adult services system for individuals with developmental disabilities.
- 7. Considerable knowledge of the principles, practices, and methods of vocational rehabilitation administration.
- 8. Considerable knowledge of the skills, abilities, and physical demands of a wide variety of occupations.
- 9. Considerable knowledge of vocational assessment procedures and materials.
- 10. Ability to plan, organize, supervise, schedule, and evaluate the work of vocational rehabilitation counselors and support personnel.
- 11. Ability to express oneself effectively, both orally and in writing.
- 12. Ability to establish and maintain effective working relationships with associates, local school districts, funding agencies, adult consumers, families, and the business community.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Master's degree in vocational Rehabilitation Counseling from a regionally accredited or New York State registered college or university  
and

Five years of satisfactory experience as a Vocational Rehabilitation Counselor in special education and adult services for individuals with developmental disabilities, including two years supervising subordinate Vocational Rehabilitation Counselors.

**Necessary Special Requirement**

Possession of a valid Driver's License issued by New York State.

9/29/04

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