



**NATURE OF WORK IN THIS CLASS:**

Administers island-wide vocational rehabilitation programs for individuals with disabilities.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Manages the Division of Vocational Rehabilitation (DVR); plans, organizes, directs staff, and controls DVR so as to achieve established goals and objectives.

Serves as a non-voting member of the Rehabilitation Advisory Council (RAC); attends RAC meetings; acts on requests from the Council to remedy or address problems affecting the delivery of rehabilitation programs and services; keeps RAC informed of the needs of DVR.

Develops, coordinates, and implements agreements with federal and local operators of community rehabilitation programs for the delivery of rehabilitation services to individuals with disabilities.

Develops and provides outreach programs to identify and serve persons with disabilities who are minorities or who have been unserved or underserved by the vocational rehabilitation system.

Develops and provides services designed to promote supported employment, independent living and community participation.

Prepares state and strategic plans for expanding and improving vocational rehabilitation services for persons with disabilities.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of effective supervision and management.

Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended.

Knowledge of vocational rehabilitation programs and services.

Knowledge of available community resources.

Knowledge of the principles, practices, and techniques of vocational counseling, evaluation and training.

Knowledge of emotional and psychological problems of persons with physical or mental disabilities.



# VOCATIONAL REHABILITATION ADMINISTRATOR

3.350

Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives.

Ability to interpret and apply pertinent laws, rules and regulations and other program guidelines and to make sound management decisions.

Ability to communicate effectively.

Ability to provide guidance and direction.

### MINIMUM EXPERIENCE AND TRAINING:

- a) Graduation from a recognized college or university with a Bachelor's degree in Rehabilitation Counseling, or Special Education, or Social (Social Work) or Behavioral Science (Psychology) or related field; four (4) years experience in administering health or human services work such as applying theories, principles, laws and practices of health or human services programs or related services that assist with and improve life for individuals with disabilities; two (2) years experience in administering and interpreting rehabilitation laws, rules, regulations, standards, policies and procedures; or
- b) Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship, or closely related field, and at least three (3) years of experience in vocational rehabilitation service or related service dealing with persons with disabilities of which two (2) years shall be supervisory work; or
- c) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

AMENDED: JULY 2021

PAY GRADE: Q

HAY EVALUATION:	KNOW-HOW:	F 1 3	304
	PROBLEM SOLVING:	E 4 43%	132
	ACCOUNTABILITY:	E1+ P-	152
	TOTAL POINTS		588

This standard revises and supersedes the standard established in October 1998, and amended in October 2001.

EDWARD M. BIRN, Director  
Department of Administration

LOURDES A. LEON GUERRERO

ACTING Governor of Guam

JOSHUA F. TENORIO