

ASSISTANT VOCATIONAL REHABILITATION ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Assists the Vocational Rehabilitation Administrator (VRA) in overseeing the Division of Vocational Rehabilitation's (DVR) operations, ensuring effective program implementation, regulatory compliance, and service delivery improvements.

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.)

Assists the Vocational Rehabilitation Administrator in specific aspects of the Division of Vocational Rehabilitation operations.

Assists in the development and implementation of initiatives to improve the quality, accessibility, and impact of vocational rehabilitation services.

Support the development and implementation of program plans and policies under the direction of the Vocational Rehabilitation Administrator.

Provide oversight and coordination for vocational rehabilitation service delivery, including outreach and client engagement.

Strengthen interagency partnerships and community relationships to improve program effectiveness.

Assists in organizing and facilitating training initiatives under the guidance of the Vocational Rehabilitation Administrator.

Assists in reviewing budget expenditures and providing financial updates to the Vocational Rehabilitation Administrator as needed.

Keeps abreast of current relevant laws, regulations and funding requirements to ensure division is in compliance with legal mandates under The Rehabilitation Act of 1973.

Assists with managing performance evaluations, staffing and structural improvements.

Support public education and awareness campaigns to enhance the visibility of vocational rehabilitation services and optimal utilization of resources.

Assists in promoting initiatives to support employment, independent living and community participation to ensure that individuals with disabilities have access to the support and resources necessary to achieve employment outcomes and economic self-sufficiency.

Act as a liaison with government agencies, advocacy groups, and business partners.

Serve as acting Vocational Rehabilitation Administrator in their absence.

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Perform other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of vocational rehabilitation principles, services and resources.

Knowledge of laws and regulations related to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Knowledge of vocational rehabilitation programs and services and the availability of community resources.

Knowledge of program management, human resources, and financial oversight.

Ability to coordinate and oversee service delivery improvements.

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

Ability to communicate effectively, both orally and in writing.

Ability to provide guidance and leadership to subordinates within the Division of Vocational Rehabilitation.

Skill in the implementation of rehabilitation programs and system performance measures relative to the goals of the Division.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with a Master's degree in vocational rehabilitation services or closely related field and two (2) years of experience in vocational rehabilitation services, with at least one (1) year in a supervisor role; **or**
- B. Graduation from a recognized college or university with a Bachelor's degree in Rehabilitation Counseling, Special Education, Social Work, Psychology or related field and three (3) years of experience in vocational rehabilitation services, with at least one (1) year in a supervisor role; **or**
- C. Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

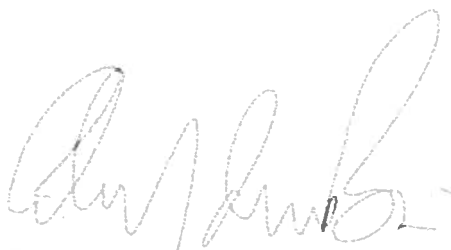
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ESTABLISHED: AUGUST 2025

PAYGRADE: Q (GPP)

FLSA STATUS: EXEMPT

HAY EVALUATION:	KNOW-HOW:	E II 3	304
	PROBLEM SOLVING:	E 4 43%	132
	ACCOUNTABILITY:	E 2 S	<u>152</u>
	TOTAL POINTS		588



EDWARD M. BIRN, Director
Department of Administration



LOURDES A. LEON GUERRERO
Governor of Guam