

Please Post

Arkansas Department of Career Education
Office of Human Resource Management

VACANCY ANNOUNCEMENT

Position will be located in Little Rock, AR

OPENS: September 3, 2014

CLOSES: September 16, 2014

Division of Rehabilitation Services is recruiting personnel for the following position:

Rehabilitation Program Manager (Supported Housing)

Position # 22081442

Grade C120

JOB DUTIES: The Rehabilitation Program Manager is responsible for administering the various functions of a Rehabilitation programs on a statewide basis. This position is governed by state and federal laws and agency/institution policy.

MINIMUM QUALIFICATIONS: Knowledge of state and federal laws related to rehabilitation. Knowledge of divisional programs, policies, and procedures related to program area. Knowledge of the principles and practices of human resource and organizational management. Knowledge of program planning, monitoring, and evaluation techniques. Ability to interpret and apply related laws and regulations. Ability to evaluate program and service delivery effectiveness and revisions or corrective actions. Ability to prepare and present verbal and written information and reports. Ability to establish comprehensive organization systems and programs and to direct operations through subordinate managers.

PREFERRED QUALIFICATIONS: Knowledge of state and federal programs, policies, procedures as it relates to housing for individuals with disabilities. Have knowledge of the application of assistive technology practices and principles. Have knowledge of residential construction practices and principles regarding home accessibility for persons with disabilities. Ability to research and disseminate information related to the availability of affordable and accessible housing for individuals with disabilities. Ability to provide assistive technology assessments and consultations and develop reports summarizing results. Prefer a certification as an Assistive Technology Practitioner (ATP). This job will require routine state wide travel.

Applicants must complete a State of Arkansas employment application to be considered for employment. Resumes only will not be accepted. The application must be received before 4:30 p.m. on the closing date. An application can be at www.arstatejobs.com. For additional information contact:

Human Resources, Arkansas Department of Rehabilitation Services
525 W. Capitol Ave.
P.O. Box 3781
Little Rock, AR 72201
(501) 683-3340
FAX: (501) 296-1672
www.arstatejobs.com

Division of Rehabilitation Services is an Equal Opportunity Employer