

**Arkansas Department of Career Education**

**Rehabilitation Program Manager Job Vacancy Announcement**

**Recruitment Period:**

**Monday, October 10, 2016 through Monday, October 24, 2016**

**Position Number: 22082020 Class Code: G121C Grade: C120**

**Entry Level Salary: \$ 37,332**

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Rehabilitation Program Manager. The Rehabilitation Program Manager will function as the manager of the Quality Assurance Team (QA Team). High level of professional experience in the area of vocational rehabilitation programs, quality assurance case management, policy procedure implementation and revisions. Performance appraisals ability to ensure the staff has a clear and shared understanding of their jobs' responsibilities and performance standards. Extensive travel is required, overnights, some evenings and weekends. This position is governed by state and federal laws and agency/institution policy. This position is located in the Little Rock Central Office, 525 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Rehabilitation Program Manager Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 4:30 p.m., Monday, October 24, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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**Position Number:** 22082020 **Class Code:** G121C **Grade:** C120

#### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in rehabilitation science, business, social work, public administration, a field directly related to the assigned program area, or a related field; plus two years of experience in state vocational rehabilitation direct service delivery or similar experience in private or other government sector, including one year in a leadership or supervisory capacity.

#### **Preferred Qualification**

Master in Vocational Rehabilitation Education

#### **Job Duties and Responsibilities**

Supervise and coordinate activities of the QA Team engaged in reviewing, analyzing, technical assistance, training and submitting corrective actions for compliance with the policy and procedure.

Design, develop and implement training programs with QA Team collaboration to ensure training needs are met and in compliance with the state and federal regulations.

Review and analyze data collected through corrective action findings to determine standards and quality of case management.

Develop and formulate documented reports of findings to the required administrators, including Assistant Commissioner and Chief of Field Services for information and feedback.

Collaborate with information case management system personnel to develop, maintain, update, and implement queries to capture valid data, easy usage and availability.

The ability to formulate new tools to navigate quality assurance forms, corrective action and other forms within the case management system.

Validate and monitor QA Team reviews to ensure high levels of compliancy requires by the policy and procedure, state and federal regulations.

Utilize monthly "Go To Meeting" with the QA Team or as needed to listen to feedback, recommendation, and reviewing of the Policy and Procedure.

Maintain interaction with District Managers and Chief of Field Services to identify critical issues and preventive measures.

Prepare required federal reports: Section 704 Annual Performance Reports, 722 Annual Impartial Hearing Report, Social Security Monthly Reports.

Performs other duties as assigned.