
Rehabilitation Center for the Blind Manager(Job Id 20586)

Location: Sioux Falls, SD

Post Date: 10/12/2022

Agency: Human Services

Close Date: 10/26/2022

Employment Type: Permanent Employee

Salary: 69,243.82-81,463.32 US

Description

PLEASE ATTACH THE ADDITIONAL REQUIREMENTS LISTED AT THE BOTTOM OF THIS PAGE

Job ID: 20856

Agency: Department of Human Services - Division of Services to the Blind and Visually Impaired

Salary: \$69,243.82 - \$81,463.32 annually, depending on experience

Pay Grade: GL

Closing Date: 10/26/2022

This is a Full-Time 40 Hours Weekly position with the Department of Human Services. For more information on the Department of Human Services, please visit <https://dhs.sd.gov/>.

The South Dakota Division of Services to the Blind and Visually Impaired helps citizens who are blind or visually impaired to gain independence and employment by providing a variety of services and supports. The Rehabilitation Center Manager is responsible for providing oversight and leadership for the Rehabilitation Center for the Blind and its programs.

Responsibilities include:

- ensuring the overall effective operations of the facility in accordance with applicable regulations, policies, and procedures;
- curriculum development and implementation to ensure students are progressing in training and instructors are effective;
- development of program policies and procedures, hiring, training, supervising staff, and managing the rehabilitation center and apartments;
- respond to program and work-related questions, problems, complaints, and grievances from clients;
- participate in strategic planning activities and outreach activities and represent the Division of Service to the Blind and Visually Impaired with stakeholders;
- maintain professional standards by participating in training to obtain certification in the alternative skills of blindness, low vision and/or vocational rehabilitation counseling;
- typical office environment with occasional travel.

The Ideal Candidate Will Have:

- Demonstrated experience as a manager and supervisor. Master's degree in vocational rehabilitation counseling, social work, or a human services related field. Preference may be given to applicants with current Certified Rehabilitation Counselor credentials and/or certification by the Academy for Certification of Vision Rehabilitation and Education Professionals in low vision therapy, orientation, and mobility, vision rehabilitation, or assistive technology.
- Leadership and supervisory experience in a facility-type setting providing services to people who are blind or visually impaired or have other disabilities.

Knowledge, Skills, and Abilities:

- plans and assigns work and provides staff guidance and support to ensure the objectives of the work unit are met;

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- identifies and addresses ongoing training and development needs to increase staff performance and promote professional growth;
- provide technical assistance and oversight of complex or high-profile work, develop policies and procedures, and represent the Department of Human Services and Division of Service to the Blind and Visually Impaired with external parties;
- uses vision, creativity, reasoning, and experience to reach conclusions and make effective decisions;
- create an environment that fosters high ethical standards;
- manages resources and day-to-day responsibilities in a manner that instills public trust;
- prepare reports and compile and analyze data to support administrative functions;
- identifies opportunities to develop new services and encourages resourceful and innovative solutions; and
- use education and experience, combined with an understanding of internal organizational reality and external factors, to positively affect results for the agency.

Additional Requirements: Please attach your transcripts, resume, and certification with your application.

This position is exempt from the Civil Service Act.

The State of South Dakota does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The State of South Dakota as an employer will be using E-Verify to complete employment eligibility verification upon hire.

The State of South Dakota offers employer paid health insurance plus eleven paid holidays, generous vacation and sick leave accrual, dental, vision, and other insurance options, and retirement benefits. You can view our benefits information at <https://bhr.sd.gov/job-seekers/work-for-state-government/>. This position is a member of Class A retirement under SDRS.

Must apply online: <https://sodakprod-lm01.cloud.infor.com:1443/lmg/hr/xmlhttp/shorturl.do?key=JT4>

You must apply online, emailed resumes or submissions will not be accepted.
South Dakota Bureau of Human Resources

Telephone: 605.773.3148 Email: careers@state.sd.us

<http://bhr.sd.gov/workforus>

"An Equal Opportunity Employer"