**Job Announcement**

**Illinois Department of Human Services**

**Division of Rehabilitation Services/Bureau of Blind Services**

**Position Working Title**: Bureau Chief/Bureau of Blind Services

**Payroll Title**: Senior Public Service Administrator Option 6

**Location:** 100 West Randolph Suite 5-300/Chicago, Illinois

**Salary Range**: $51,540/year to $145,536/year

**Closing Date to Apply**: May 29, 2015

The position offers creative opportunities for forward-looking, pragmatic, motivated individuals who seek opportunities and experience across a variety of professional responsibilities while developing areas of focus with the potential to take on leadership roles.

**Description of Duties:** The Bureau Chief for the Bureau of Blind Services develops, plans, directs, and coordinates the operations and activities of approximately 125 staff, located in field offices throughout the state and the Illinois Center for Rehabilitation and Education located in Chicago, who providing vocational rehabilitation services to approximating 2500 individuals who are blind or visually impaired to gain competitive employment and to live independently. The Bureau Chief Over sees the vending program and maintains a committee to address the needs of customers within the vending program. The Bureau Chief is responsible for the development, review, and recommendation of budget, policy, rules and procedures covering the scope of services provided by the Bureau. The Bureau Chief is the liaison to Department and Division Bureau Chiefs, Managers, State and Federal agencies, the public, etc advising and consulting regarding interpretation of laws, rules, policies, and regulations. This position represents the Division at legislative hearings as well as reviewing and making recommendations on proposed legislation affecting the Division as well as services to customers. The Bureau Chief works closely with, and reports directly to, the Division of Rehabilitation Services’ Director.

**Requirements:** Requires knowledge, skill, and mental development equivalent to completion of four years college with course work in a rehabilitation, social, or human services field. Prefers master’s degree in Rehabilitation Counseling or Rehabilitation Administration. Requires four years progressively responsible administrative experience in the administration, planning, and supervision of a rehabilitation service delivery program for individuals who are blind or visually impaired. Requires working knowledge of federal requirements related to the rehabilitation programs including the Rehabilitation Act and amendments, the Social Security Act, the Americans with Disability Act, etc. Requires thorough knowledge of eligibility procedures, medical aspects of disabilities, counseling techniques, job development techniques, labor market trends, budgeting and grant preparation. Requires ability to travel statewide.

**Application Instructions**: Interested and qualified candidates should submit a cover letter, resume, and three professional references by the closing date via mail or fax to:

Sherrie Bridges

Personnel Manager

Department of Human Services

Division of Rehabilitation Services

100 South Grand Avenue East

Springfield, Illinois 62794

Telephone: (217) 524-7550

Fax: (217) 558-6275

All application material is requested to be sent in a form accessible to a screen reader. Any questions about the application process should be directed to Ms. Bridges.

Application materials will be evaluated and qualified applicants will be invited to participate in the next step of the selection process.