|  |  |  |  |
| --- | --- | --- | --- |
| **Posting Type:** | Open to All Applicants | | |
| **Category:** | Management | **FLSA Exempt/ Non-Exempt:** | Exempt |
| **Agency:** | Dept of Assistive & Rehab Services | **Department:** | CCRC Administration |
| **Job Title:** | Director, Criss Cole Rehabilitation Center | **Posting Number:** | 175628 |
| **Full Time/Part Time :** | Full Time | **Regular/Temporary:** | Regular |
| **Job Location:** | 4800 N LAMAR BLVD | **City:** | AUSTIN |
| **Contact:** | AccessHR Service Center | **Telephone:** | 888-894-4747 |
| **Salary Range:** | $5,615.00 - $8,455.00 | **Salary Group:** | B26 |
| **Shift:** | Days (First) | **Travel:** | 10% |
| **Closing Date:** | 05/31/2011 |  |  |
| **Job Description:** Director I The mission of the Division for Blind Services (DBS) is to work in partnership with Texans who are blind or visually impaired to reach their goals. The Criss Cole Rehabilitation Center (Center) Director is selected by and reports to the Assistant Commissioner for Blind Services. The Director is responsible for development of the Center budget recommendations, program direction, administration and operations. This position directs the Center leadership team in the development of short and long-term goals and objectives consistent with the outcome measures of DBS and essential performance functions; promotes the Texas Confidence Builders' philosophy to facilitate the empowerment of consumers and staff through emotional adjustment, mastery of alternative skills, understanding of public attitudes, ability to cope with the sighted world, and the ability to blend into society. The Director plans, directs, and coordinates the efforts of the Center’s supervisory and managerial staff for the purpose of maximizing efficient delivery of services and resources toward agency goals. Position is responsible for continual review and evaluation of Center programs and services for compliance with applicable regulatory constraints, as well as for adherence to established budget appropriations. Position exercises a high degree of latitude in independent judgment concerning resource allocation, student admissions, departmental staffing, and training requirements. Duties of this position include: providing information and training to staff and consumers; reviewing and approving procedural guidance for Center staff; maintaining interaction with Center staff, agency staff statewide and staff at other agencies nationwide to benchmark progress; overseeing the provision of training and service delivery to consumers and staff of DBS; and working closely with Executive Management in the development and review of programs, policies and standards across DBS. The incumbent in this position works under general supervision with extensive latitude for initiative and independent judgment and must be able to participate in extensive blindfold immersion training. | | | |
| **Essential Job Functions:** Attends work on a regular and predictable schedule in accordance with agency leave policy and performs related work as assigned. Coordinates and consults with other members of DBS Executive Team, Programs Team and the Center Leadership Team in the development and implementation of programs and services to meet the vision, mission, philosophy and outcomes of DARS and DBS. (20%) Directs Center programs and the Center training philosophy so as to ensure the highest possible employment and independent living outcomes. (15%) Coordinates with DBS and DARS staff to recommend, secure and monitor administrative and consumer service budgets necessary for Center programs and services. (10%) Administers and interprets DARS, DBS and Center policies and procedures ensuring consistent application and adherence with HHSC policies and state and federal guidelines and statutes. (10%) Markets and provides information about the Center and the continuous quality improvement of Center programs and services to consumers and staff. (10%) Reviews and responds to requests for reports, inquiries and other communications related to the Center and the Vocational Rehabilitation Program. (10%) Manages the PMS for all staff under direct supervision and for all other CCRC staff consistent with the Center, Division and Department vision, mission and philosophy statements. (10%) Tracks and provides data on Center performance measures and outcomes as requested. (10%) Oversees and coordinates management and maintenance of physical plant and related operations of the Center. (5%) | | | |
| **Knowledge Skills Abilities:** • Extensive knowledge of the vocational rehabilitation process. • Extensive knowledge of effective and sound practices in rehabilitation of the blind and visually impaired, e.g., "Texas Confidence Builders." • Extensive knowledge of the empowerment model of service delivery. • Extensive knowledge of facilities, vendors, individuals and agencies providing training, education and services to persons who are blind and visually impaired. • Thorough knowledge of federal, state and local statutes and regulations, including those of HHSC, DARS and DBS. • Thorough knowledge of division programs, manuals and personnel policies. • Knowledge of rehabilitation center services and training. • Knowledge of the physical, psychological and social aspects of blindness, including societal attitudes impacting the independent living and employment of persons who are blind. • Knowledge of report maintenance and record maintenance. • Knowledge of employment assistance process. • Knowledge of sound administrative and management practices, including organizing, planning, directing and evaluating. Knowledge of issues/considerations in management of a residential facility. • Skill in clearly expressing ideas, reports, presentations to individuals or groups orally and in writing. • Skill in organizing, assessing and reviewing essential functions for efficiency, effectiveness, accuracy and results. • Skill in using standard agency software as needed to perform essential job functions. • Ability to manage program activities. • Ability to establish goals and objectives. • Ability to evaluate administrative processes and procedures. • Ability to identify administrative problems and come up with solutions. • Ability to prepare concise and accurate reports and to plan, assign and supervise the work of others. • Ability to clearly express ideas, information, instruction and reports orally and in writing. • Ability to exhibit and maintain effective relationships with Center staff and consumers, with other departments and agencies and with the general public. • Ability to plan, organize, review, and revise functions and services for effectiveness and efficiency. • Ability to gather, assess, analyze and review data and information. • Ability to initiate and use good judgment. • Ability to maintain confidential information. • Ability to demonstrate flexibility by serving as a willing participant, team leader, member of a work group, or in another role required for consumer confidence building and/or effective Center operation. | | | |
| **Registration or Licensure Requirements:** - | | | |
| **Initial Selection Criteria:** Bachelor’s degree in rehabilitation or appropriate field, supplemented by a minimum of eight (8) years progressively responsible experience in vocational rehabilitation, preferably with experience in a residential training facility for people who are blind, two (2) years of which must be acquired in a supervisory/management capacity; Master’s degree may substitute for two (2) years of required VR experience. | | | |
| **Additional Information:** Posting will be open for 10 business days. | | | |