Department of Rehabilitation Services

**Please Post**

**Job Announcement # 16-054**

## Position Title/Code/Level: Programs Manager, H10B, Level II

##### Location:  VS #73 - OKC

**Number of Positions/PIN:** **(1) – Classified** **/** **80500306**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level II (Pay Band N) $3,596.92 $5,275.44 $6,594.30

**Beginning Date: Wednesday, October 21, 2015**

**Ending Date: Tuesday, November 10, 2015 at 11:59 pm**

**Essential Functions:** Position will promote the employment and future independence of youth and young adults who are blind/visually impaired by providing training, education & employment opportunities for this population. Position will be the Visual Services Transition Facilitator and will coordinate the efforts of all VS transition counselors in all VS offices across the state and will develop partnerships with schools, both public & private, in order to identify and assist students that could benefit from vocational rehabilitation services; will develop relationships with employers in the communities where the students live in order to provide on the job work experiences for qualified students; will participate in the development and implementation of goals and outcomes for students through paid & unpaid vocational training and related activities to assist in learning the meaning, value and demands of work and to empower the blind/visually impaired youth to be successful in an employment experience; will take a lead role in the Transition Independence Program & other programs designed to build self-confidence in our transition aged clients who are blind/visually impaired in order for them to obtain the skills necessary for achieving quality employment, higher education and an independent lifestyle based on informed choices; will conduct regular meetings with VS Transition Counselors & keep other VS Program Managers, Field Coordinators and Division administrator updated with the progress of all VS transition age clients and programs; regular interaction the DRS Transition Coordinator to allow referral to work experiences such as I Jobs, appropriate for blind/visually impaired youth who possess necessary skills of blindness. Preference will be given to candidates with experience in public/private education and those with experience in working with people who are blind/visually impaired. Must be willing to attend and obtain a good working knowledge of available blindness skills training in order to identify skills of blindness deficits. Extensive travel is required. . **Probationary period, or trial period, if applicable is required.**

**Background Check:** The Department of Rehabilitation Services will conduct a criminal background check on new hires as part of an offer of employment that is made contingent upon a successful criminal background check.

**Education and Experience Requirements:** Level I - required at this level consists of a master’s degree and one year of professional supervisory, managerial, consultative or administrative experience in public health administration, social work, child support, adult protective services, child welfare, early childhood development and education, guidance and counseling, nursing, developmental disabilities, probation and parole, employment services, public administration, community-based prevention and diversionary youth services programs, juvenile justice, rehabilitation or disability services or counseling, or vocational evaluation or vocational rehabilitation, experience in instructing/directing a community service or recreational program or an equivalent combination of education and experience, substituting one year of professional level experience in the above listed areas for each year of the required education. Level II - requirements at this level consist of those identified in Level I plus one additional year of professional supervisory, managerial, consultative or administrative experience in one of the qualifying areas.

**Method of Application:** ALL SOURCES – Applicants, without previous classified state service, those that are in the unclassified status OR currently in probationary status, must apply through the Office of Management and Enterprise Services OKJOBS on-line **External Listings** applicant system (www.jobaps.com/ok/). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights must apply through the Office of Management and Enterprise Services OKJOBS on-line **Internal Listings** applicant system (www.jobaps.com/OK/promo.asp).

If you have questions regarding this position or the application process, contact Calvin Small at

(405) 951-3527 or Stephanie Roe at (405) 951-3454.

**An Equal Opportunity Employer**