

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8341600

Supervisor Rehabilitation Services, Grade 23

Brief Description of Class

Supervisors Rehabilitation Services develop, supervise, and coordinate rehabilitation services for individuals* in State facilities and programs. Incumbents oversee rehabilitation program areas, such as vocational rehabilitation, competency training, psychosocial support, residential, community, peer, and recovery services; review, monitor, and evaluate the provision of services; and ensure compliance with State and federal laws, rules, and regulations.

Positions are classified in the Office of Mental Health and Office for People With Developmental Disabilities.

* Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Supervisor Rehabilitation Services: supervisory level; oversees and coordinates the clinical and administrative operations of a rehabilitation program; monitors and evaluates rehabilitation services; and supervises professional and paraprofessional rehabilitation staff engaged in service delivery.

Related Classes

Rehabilitation Counselors provide a range of rehabilitation and habilitation services to individuals in State facilities and programs, including psychosocial support, competency training, residential, and community programs, and vocational services, such as training, placement and support, and special employment programs; evaluate individuals' rehabilitation needs; prepare, implement, and monitor rehabilitation plans and goals; and assist in the development of rehabilitation service programs.

Mental Health Rehabilitation Program Directors manage and direct comprehensive multi-disciplinary rehabilitation programs and services for individuals diagnosed with mental illness in facility and community settings.

Illustrative Duties

Supervisor Rehabilitation Services

Administers, oversees, and coordinates the operations of a rehabilitation program.

- Implements program priorities and objectives; and communicates policies and procedures to rehabilitation staff.
- Participates and assists in planning and developing new rehabilitation programs, and policies and procedures for rehabilitation services.
- Reviews and monitors service records and reports, and ensures quality; adherence to policies, procedures, and standards; and that services reflect individuals' needs and are consistent with service and support plans.
- Acts as liaison with and coordinates rehabilitation services with program managers, other disciplines, and service providers.
- Provides technical guidance and expertise on issues related to rehabilitation services and policies; and presents educational and/or training material to staff.
- Develops and maintains partnerships with community agencies and businesses to assist and support individuals in attaining their rehabilitation goals; and resolves issues with providers.
- Reviews statistical data to evaluate program performance towards achieving established goals and objectives; and may recommend modifications to improve program services and outcomes in consultation with clinical staff.
- Participates in management and operations meetings; and represents the rehabilitation program on committees and workgroups.
- May assist in the development of program budgets and monitor expenditures.
- May assist with oversight of Treatment Mall or Active Treatment operations; and work with unit chiefs, Treatment Team Leaders, and discipline heads in developing a Treatment Mall program schedule.

Supervises professional and paraprofessional rehabilitation staff.

- Determines and oversees staff assignments and schedules; approves leave and tracks time and attendance; reviews, monitors, and evaluates staff performance; and identifies training needs and arranges for the provision of training.

- Provides instruction and technical guidance to staff on intervention strategies and the proper implementation of policies and procedures.

Minimum Qualifications

Supervisor Rehabilitation Services

Promotion: one year of service as a Rehabilitation Counselor 2.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Parenthetic Attachment

Supervisor Rehabilitation Services (Vocational): oversees and coordinates the clinical and administrative operations of a vocational rehabilitation program for individuals; monitors and evaluates vocational rehabilitation services; and supervises professional and paraprofessional rehabilitation staff engaged in service delivery.

Minimum Qualifications

Supervisor Rehabilitation Services (Vocational)

Promotion: one year of service as a Rehabilitation Counselor 2 (Vocational).

Date: 8/2021

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