

REHABILITATION SERVICES SUPERVISOR

DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans. Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

REHABILITATION SERVICES SUPERVISOR

Job Location:

Division of Employment and Rehabilitation Services (DERS)

Rehabilitation Services Administration (RSA)

4760 South Park Avenue, Tucson, Arizona 85714

www.azdes.gov

Posting Details:

Salary: \$28.0288 / hourly (\$58,299.90 annually)

Grade: 22

Closing Date: Open until sufficient resumes are received

This position may be available for remote work within Arizona (minimum 2 days per week in the office/hoteling).

Job Summary:

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) performs an integral role in improving Arizona’s workforce by assisting individuals who are unemployed or underemployed, and those with barriers, to prepare for and obtain meaningful employment. DERS supports Arizona employers with recruitment assistance by connecting them to a skilled workforce.

We are seeking an experienced and highly motivated individual to join our team as a Rehabilitation Services Supervisor with the Rehabilitation Services Administration (RSA). This position is responsible for providing direct supervision to Vocational Rehabilitation staff including hiring, training, coaching, evaluating, and performing disciplinary action when necessary. The position is responsible for monitoring case management practices to ensure compliance with RSA policies and procedures. This position will serve in a hybrid work environment.

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, commissions, many State employees participate in the State’s Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona, unless an exception is properly authorized in advance.

Job Duties:

- Provides supervision and oversight of Vocational Rehabilitation staff. Responsible for personnel functions including hiring, staffing, coaching, mentoring, evaluating, and training.
- Completes unit reports; analyzes and interprets case management and performance reports and determines course of action.
- Represents RSA in community partnership/stakeholder meetings, forums, boards, committees, and work groups. Participates in public relations, community outreach, and responds to public and program inquiries.
- Responds to and researches client inquires and appeals.
- Facilitates regular team meetings, discussions, and case staffing; responsible for assigning workloads and duties.
- Reviews cases for quality assurance through formal and informal case reviews. Reviews and approves client cases.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of federal and state laws and regulations for Vocational Rehabilitation, rehabilitation principles and practices and reporting requirements.
- Knowledge of various disabilities and effective case management techniques.
- Knowledge of counseling techniques.
- Knowledge of effective management and supervisory techniques.
- Skills in leadership, problem solving, decision making, and negotiating.
- Skills in analyzing, evaluating, and interpreting data to implement solutions.

- Skills in oral and written communication.
- Ability to work with a diverse group of stakeholders.
- Ability to prioritize tasks, ability to provide leadership and teambuilding.
- Ability to establish and maintain effective working relationships.

Selective Preference(s):

- Commission on Rehabilitation Counselor Certification (CRCC) preferred.

Pre-Employment Requirements:

- Master's degree in Rehabilitation Counseling or related field; plus one year experience, paid or unpaid, working with individuals with disabilities.
- One year of supervisory or management experience.
- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- The position will require a current, valid Arizona Driver's License. Travel may be required for State business. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.) and have an acceptable driving record in accordance with DES Fleet Management-Safety Program policy and procedures (DES 1-07-26 & DES 1-07-26-01). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.
- Candidates for this position shall be subject to a search of both the Child Protective Services Central Registry pursuant to A.R.S. 8-804 and the Adult Protective Services Registry pursuant to A.R.S. 46-459.
- Candidate shall have or meet the requirements to obtain prior to their first day of employment, a valid Level One Arizona fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1758.07 in order to work with children and vulnerable adults.

If this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: Driver's License Requirements.

Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Affordable medical, dental, life, and short-term disability insurance plans
- Participation in the Arizona State Retirement System (ASRS) and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans
- Tuition Reimbursement
- Stipend Opportunities
- Infant at Work Program
- Rideshare and Public Transit Subsidy
- Career Advancement & Employee Development Opportunities
- Flexible schedules to create a work/life balance
- Opportunity to work remotely (home office) on an ad-hoc basis

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

For questions about this career opportunity, please call (602) 679-5360 or email maritzaduffy@azdes.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (602)

679-5360 or email maritzaduffy@azdes.gov. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State

619-5500 or email maritzaduit@azdes.gov. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.