

The Pennsylvania Department of Labor & Industry's Office of Vocational Rehabilitation is soliciting applications for the job specification of Managers in Vocational Rehabilitation and Welfare Programs.

Would you please post and/or distribute the following employment opportunity to interested parties? If you have interested students/alumni, I would advise that they make application as soon as possible.

NOTE: APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY MARCH 7, 2012, AFTER WHICH THIS ANNOUNCEMENT WILL BE SUSPENDED.

The PA Department of Labor & Industry's Office of Vocational Rehabilitation expects to fill positions in Philadelphia, Clearfield, and Erie Counties.

Note: Pennsylvania residency is currently waived for Blindness and Visual Services District Manager, Vocational Rehabilitation Manager 1, and Vocational Rehabilitation Manager 2.

\*Starting salary may vary depending upon the location where you are hired.

VETERANS: Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the Commission's website [www.scsc.state.pa.us](http://www.scsc.state.pa.us); visit one of our offices; or call our veterans information line, (717) 787-6039.

Here is the description of duties and minimum qualifications from the test announcement:

#### NATURE OF WORK

Blindness and Visual Services District Managers plan, organize, and direct a Department of Labor and Industry District Office for blindness and visual services. These offices provide rehabilitative and preventive services to blind or visually-impaired clients in assigned counties throughout the state by maintaining community agency contacts and coordinating program services with available community resources.

Vocational Rehabilitation Managers develop plans to insure vocational rehabilitation services are provided to persons with disabilities, maintain working relationships with medical and social resources, and develop expanded opportunities for vocational training and placement. Vocational Rehabilitation Managers 1 manage Vocational Rehabilitation district offices or assist in the management of the Pittsburgh or Philadelphia district offices. Vocational Rehabilitation Managers 2 plan, organize, and direct the work of a district rehabilitation office and supervise subordinate Vocational Rehabilitation Managers 1.

Welfare Program Executives plan and direct the organization, development, implementation, and evaluation of a statewide human services program or operations within the Department of Public Welfare. Welfare Program Executives 2 manage a more comprehensive program.

#### JOB REQUIREMENTS

Please make sure you meet all requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement. For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

You must be of good moral character and able to perform the essential functions of the job. Pennsylvania residency is currently waived for Blindness and Visual Services District Manager, Vocational Rehabilitation Manager 1, and Vocational Rehabilitation Manager 2. Pennsylvania residency is required for Welfare Program Executive 1 and Welfare Program Executive 2.

### Minimum Requirements

Blindness and Visual Services District Manager - One year of experience as a Vocational Rehabilitation Supervisor; OR 1 year of experience as a Vocational Rehabilitation Specialist; OR 1 year of experience as a Casework Manager; OR 5 years of experience supervising professional counselors in the field of vocational rehabilitation and/or consultative experience in the field of vocational rehabilitation; and a bachelor's degree; OR an equivalent combination of experience and training.

Vocational Rehabilitation Manager 1 - Two years as a Vocational Rehabilitation Supervisor or Assistant District Administrator, OVR; OR 4 years of professional vocational rehabilitation counseling experience that includes or is supplemented by 2 years of professional supervisory or consultative experience in the field of vocational rehabilitation; OR an equivalent combination of experience and training that includes or is supplemented by 2 years of professional supervisory or consultative experience in the field of vocational rehabilitation.

Vocational Rehabilitation Manager 2 - Two years as a Vocational Rehabilitation Manager 1; OR 4 years managerial experience in the field of vocational rehabilitation.

Welfare Program Executive 1 - Six years of professional experience in the development, implementation or evaluation of a human services program or program operations, including 3 years in a consultative or supervisory capacity; OR an equivalent combination of professional experience and training which includes 3 years of consultative or supervisory experience in the development, implementation or evaluation of a human services program or program operations.

Welfare Program Executive 2 - One year of experience as a Welfare Program Executive 1; OR 7 years of professional experience in the development, implementation or evaluation of a human services program or program operations, including 4 years in a consultative or supervisory capacity; OR an equivalent combination of professional experience and training which includes 4 years of consultative or supervisory experience in the development, implementation or evaluation of a human services program or program operations.

### Clarification of Requirements

You may substitute related education for the required experience or appropriate experience for the required education. Unrelated experience or education will not be accepted.

## JOB OPPORTUNITIES

### EQUAL OPPORTUNITY EMPLOYER

The Pennsylvania Department of Labor and Industry expects to fill 1 Blindness and Visual Services District Manager position in Philadelphia County, 3 Vocational Rehabilitation Manager 1 positions in Philadelphia County and Clearfield County, and 1 Vocational Rehabilitation Manager 2 position in Erie County. The Pennsylvania Department of Public Welfare expects to fill approximately 11 Welfare Program Executive 1 positions in Dauphin County, Montgomery County, and Philadelphia County and 4 Welfare Program Executive 2 positions in Dauphin County. Additional opportunities may occur due to normal turnover from retirements, promotions, transfers, resignations and so forth.

### TESTING

You must take the test no later than May 5, 2012.

You may take the test once under this announcement. You may not reapply until another examination is announced. If this announcement does not produce enough names for a specific area, another test may be announced for that area only.

### HOW TO APPLY

Here is the link to the open test announcement for Managers in Vocational Rehabilitation and Welfare Programs:

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS\\_0\\_73961\\_1216931\\_0\\_0\\_18/2012-015\\_Managers\\_in\\_Vocational\\_Rehabilitation\\_and\\_Welfare\\_Programs.htm](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us;80/portal/server.pt/gateway/PTARGS_0_73961_1216931_0_0_18/2012-015_Managers_in_Vocational_Rehabilitation_and_Welfare_Programs.htm)

The following link, How to Get a Civil Service Job, provides detailed application procedures for students that wish to apply for this (or other PA Civil Service covered career opportunities):

[http://www.portal.state.pa.us/portal/server.pt/community/general\\_information/14274/how\\_to\\_get\\_a\\_civil\\_service\\_job/590778](http://www.portal.state.pa.us/portal/server.pt/community/general_information/14274/how_to_get_a_civil_service_job/590778)

Interested students and alumni can apply online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us). If you (or your students/alumni) have additional questions, or require clarification on the application process, please feel free to contact me.