



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**

**William D. Partlow Developmental Center**

TUSCALOOSA, ALABAMA 35401  
PHONE (205) 553-4550  
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JOHN M. HOUSTON  
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Rehabilitation Specialist II

**NUMBER:** 06-10

**JOB CODE:** R3000

**DATE:** 09/02/06

**SALARY RANGE:** 66 (\$26,630.40 – \$40,454.40 Annually)

**POSITION #:** 8809250

**JOB LOCATION:** W. D. Partlow Developmental Center  
Tuscaloosa, Alabama

**QUALIFICATIONS:** Graduation from a four-year college or university supplemented by graduate work to the level of a Masters degree in rehabilitative counseling or vocational rehabilitation.

Other job-related education and/or experience may be substituted for all or part of the basic requirements upon approval of the Job Evaluation Committee.

**KIND OF WORK:** This is highly responsible professional vocational work in a state residential developmental Facility for clients with cognitive disabilities. The work involves direct training, individual counseling and program monitoring. Duties and responsibilities include the following: Manage assigned caseload of individuals with primary disabilities of mental retardation in a vocational setting. Conduct vocational evaluations / assessments on an annual basis for individuals in the employee's caseload. Write / monitor developmental objectives based on completed vocational evaluations and the individual's identified needs and preferences. Review / make appropriate modifications and adjustments to established goals and objectives. Actively serve as a member of an Interdisciplinary Team, representing the vocational aspects of individuals' Individualized Program Plan. Conduct in-house meetings with job developers and job specialists. Counsel with individuals concerning the effectiveness of their vocational program. Compose / complete written reports. Compile / maintain file information for future use. Assist in locating supported employment opportunities for individuals with cognitive disabilities.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of cognitive disabilities. Knowledge of case work principles. Ability to manage (work effectively and provide responsible services) individuals with cognitive disabilities. Knowledge of and ability to conduct vocational assessments and evaluations for individuals with cognitive disabilities. Ability to

analyze assessment results and develop / modify proactive goals and objectives that will enhance individual's socialization skills and vocational abilities. Ability to effectively represent the vocational aspects of assigned individuals in Interdisciplinary Team meetings. Ability to conduct effective (complete tasks & objectives) meetings with in-house staff and staff representing outside support organizations. Ability to exercise sound judgment when making decisions. Ability to conduct counseling sessions with individuals served in order to assure program effectiveness. Ability to prepare documents and maintain case information. Ability to compile information and prepare reports using the PC and related office software. Knowledge of vocational opportunities for individuals with cognitive disabilities. Ability to prioritize work load and complete duties timely.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experience related to the duties and minimum qualification requirements mentioned above. All relevant information is subject to verification. Drug screens and security clearances will be conducted on prospective applicants given serious consideration for employment and whose job requires direct contact with facility consumers.

**HOW TO APPLY:** Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. An official copy of your academic transcript from the university or college from which you received your degree is required and must be forwarded by that college or university to the Partlow Personnel Department. Evidence of professional licensure / certification is required. **The application and supporting documentation must be returned to W. D. Partlow Developmental Center, Personnel Office, P. O. Box 1730, Tuscaloosa, AL 35403 by close of business UNTIL FILLED in order to be considered for this position.**