

DIRECTOR OF HANDICAPPED SERVICES

Department: Human Services

Classification: Non-Competitive

Specification Number: 1865

Approved: 8/1/2022

Revised: OBSOLETE By JG

MINIMUM QUALIFICATIONS

Graduation from a standard Senior High School and four (4) years' work experience in the delivery of health, social, educational, recreational or community services for the handicapped, or in the field of counseling people who have handicaps.

DISTINGUISHING FEATURES OF THE CLASS

This is primarily advocacy work of a complex nature involving the development and implementation of programs to assist handicapped individuals in becoming more self-sufficient, advocating for changes to solve problems facing the handicapped, and providing specialized services such as assisting the handicapped in locating employment opportunities. In addition, responsibility is included for ensuring Town government compliance with federal and state laws affecting people with handicaps, including, but not limited to, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The work is performed under the general direction of the Commissioner of Human Services or a designee. Supervision may be provided to staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES

Develops strategies to raise public awareness of the needs and abilities of people with handicaps to expand their opportunities in the community;

Recommends policies to the Commissioner, the Town Supervisor, the Town Board and various county agencies;

Promotes activities of the Office of Handicapped Services by meeting with and providing information to community groups, schools, etcetera;

Serves as a community advocate and resource for the handicapped;

Provides information and referral services in response to inquiries from and interviews with consumers and organizations;

Oversees the proper recording of all inquiries and prepares reports and responses, as required;

May supervise staff and/or volunteers;

May attend meetings and conferences, as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and any other laws affecting people with handicaps; thorough knowledge of the characteristics, needs and interests of people with handicaps; good knowledge of public assistance programs offered to the handicapped; good knowledge of problems faced by the handicapped; working knowledge of administrative practices and procedures; ability to establish and maintain cooperative relations; ability to communicate effectively, both orally and in writing.