

State of Georgia Job Description

Job Title: Rehabilitation Engineer
Job Code: 20025
Last Update: 10/1/2002
Salary Plan: Statewide Salary Plan (SWD)
Pay Grade: 015

Salary Minimum: \$34,533.36/yr
Market Midpoint: \$45,003.36/yr
Salary Maximum: \$60,487.20/yr

[Additional Job Statistics...](#)

(440)

Job Description, Responsibilities, Standards, and Qualifications

Job Description:

Under limited supervision, provides technical assistance and assistive technology services for Division of Rehabilitation Services customers (e.g. clients, employers, other agencies, etc.) in a specific geographic area to assist people with disabilities to go to work. Designs custom assistive technology equipment and modifications to assistive technology equipment. Develops specification packages, guidelines, and standards for provision of assistive technology services. Serves as a member of the regional management team and the regional assistive technology team. Markets rehabilitation engineering services to potential customers.

Job Responsibilities & Performance Standards:

1. Provides assistive technology consultation and assessment to DRS customers. (Performed by all incumbents)

1. Consults with client and rehabilitation counselor to identify potential need for assistive technology as required.
2. Consults with employers and account representatives to identify potential need for assistive technology, as required.
3. Consults with other assistive technology professionals, when necessary.
4. Assists the rehabilitation counselor or account representative in determining other professionals (internal and/or external) necessary for assessment. Assists counselor in coordinating the assessment team, as required.
5. Serves as a member of the assessment team, as required. Participates in determining customer's capabilities and environmental demands to prescribe appropriate intervention for customer to achieve identified goal.

2. Develops written assistive technology plan. (Performed by all incumbents)

1. Specifies assistive technology solutions in writing including specific roles of other professionals.
2. Provides effective alternate solutions with associated benefits and details including sources of equipment and services, approximate costs, approximate timing for implementation, a maintenance plan, training plan and follow-up plan.

3. Provides appropriate justification for assistive technology expenditures to support counselor and/or account representative in pursuing funding.

3. Designs modifications to assistive technology equipment and designs custom assistive technology equipment. Develops specification packages, guidelines, and standards for provision of assistive technology services. (Performed by all incumbents)

1. Designs modifications to assistive technology equipment, as necessary.
2. Designs custom assistive technology equipment when commercially available equipment does not meet the customer's needs.
3. Develops appropriate specification packages and standards for residential and commercial property accommodations and vehicle modifications.
4. Inspects vehicle modifications that involve structural change or advanced controls/electronics for compliance with specifications.
5. Provides fitting and initial training on custom assistive technology equipment, modified commercial assistive technology equipment, and commercial assistive technology equipment, as necessary.
6. Complies with follow-up plan in a timely manner. Follows-up with counselor and customer to ensure established expectations are met.
7. Tracks costs and time associated with client specific activities in accordance with established reporting requirements.

4. Participates in quality improvement and quality assurance activities; and provides guidance, information, and assistance on assistive technology services. (Performed by all incumbents)

1. Performs information research, applied research, and applied assistive technology development to ensure the technical assistance program team is technically current and solutions are most appropriate.
2. Participates in continuous quality improvement and quality assurance activities for assigned service area.
3. Actively participates in team meetings and staffings.
4. Participates in statewide efforts to develop guidelines for assistive technology services, as required.

5. Markets assistive technology and services to potential customers. (Performed by all incumbents)

1. Participates in statewide marketing analysis and initiatives, as required.
2. Provides appropriate awareness training and novice technical training to division employees and customers regarding assistive technology.
3. Participates in statewide training initiatives for DRS employees or other collaborative agencies, as assigned.

6. Develops and manages the assistive technology program for a specific geographic service area. (Performed by some incumbents)

1. Fosters the development of regional resources to support assistive technology delivery efforts, as necessary.
2. Coordinates the procurement of assessment and fabrication tools for region in accordance with established guidelines.
3. Facilitates a regional effort and participates in statewide efforts to identify and eliminate obstacles to providing assistive technology services or

equipment, as required.

4. Supervises and participates in training rehabilitation technician(s) for service area, as assigned.

5. Reports program activities to local supervisor and statewide technology assistance coordinator, according to established procedures.

6. Provide technical assistance to other regional assistive technology professionals as needed.

7. Facilitates the reclaim of unused assistive technology equipment from clients and it's reuse, as appropriate.

8. Facilitates regional assistive technology team meetings to review and assign referrals, as scheduled.

7. Plans and organizes the unit's work to meet the organization's objectives. Directs and reviews work assignments. (Performed by some incumbents)

1. Establishes unit goals and objectives consistent with the organization's mission.

2. Communicates organization's goals and objectives to staff.

3. Assigns and prioritizes work in keeping with employee skill levels, workloads and completion timeframes.

4. Monitors progress and productivity of assigned staff.

5. Assists staff in resolving problems encountered in work assignments.

6. Evaluates unit policies, procedures, and processes, on a continual basis, and recommends/implements changes to ensure that assigned unit is functioning efficiently.

8. Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation. (Performed by some incumbents)

1. Defines goals and/or required results at beginning of performance period and gains acceptance of ideas creating a shared vision.

2. Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or required results are not met.

3. Confers regularly with staff to review employee relations climate, specific problem areas and actions necessary for improvement.

4. Evaluates employees at scheduled intervals, obtains and considers all relevant information in evaluations and supports staff by giving praise and constructive criticism.

5. Recognizes contributions and celebrates accomplishments.

6. Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate.

9. Manages human resource and employee relation functions. (Performed by some incumbents)

1. Interviews applicants or employees to fill vacancies or promotional positions according to applicable laws, rules, and policies.

2. Selects or promotes the appropriate number of individuals who possess the skills needed to perform the required work.

3. Identifies training needs and ensures that necessary job-related instruction

is provided to staff.

4. Discusses potential grievance-related concerns with employees in order to identify options or resolve issues prior to the formal filing of a grievance.

5. Advises employees of established grievance procedures.

6. Recommends or initiates disciplinary actions according to applicable rules and policies.

10. Develops and administers budgets. (Performed by some incumbents)

1. Prepares budget according to established formats, guidelines, and due dates.

2. Ensures that budget is developed within allowed tolerances in budget categories.

3. Monitors expenditures to ensure conformity to budget category allowances. Identifies potential cost overruns.

11. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature and attending related seminars and conferences. Applies pertinent new knowledge to performance of other job responsibilities. (Performed by all incumbents)

1. Attends internal and external educational programs and professional meetings as available for continuing professional education.

2. Attends regular meetings of available and applicable professional organizations.

3. Reads and evaluates professional literature on continual basis, translates complex or technical information into a format that can be understood by others, and distributes as needed.

4. Incorporates knowledge of pertinent new trends and developments into section policies and procedures for any related organizational changes.

5. Attends and participates in department and unit meetings, as scheduled.

Minimum Qualifications:

No minimum qualifications information is available.

Preferred Qualifications:

No preferred qualifications information is available.