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REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
OAK HILL OFFICE
FAYETTE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL PROVIDE A FULL RANGE OF SERVICES TO INDIVIDUALS WITH DISABILITIES TRANSITIONING FROM FAYETTE COUNTY HIGH SCHOOLS. THIS POSITION WILL BE HOUSED WITHIN THE OAK HILL OFFICE. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: SEEK AND ACCEPT REFERRALS, CONDUCT INITIAL VOCATIONAL DIAGNOSTIC INTERVIEWS, OBTAIN DIAGNOSTIC INFORMATION FOR DETERMINATION OF ELIGIBILITY/SIGNIFICANT DISABILITY/ORDER OF SELECTION. MAY ALSO ADMINISTER ACHIEVEMENT AND APTITUDE TESTS, INTERPRET PSYCHOLOGICAL AND VOCATIONAL DATA TO DETERMINE REHABILITATION NEEDS, PROVIDE VOCATIONAL COUNSELING AND ASSIST THE CLIENT IN MAKING A SUITABLE GOAL CHOICE. DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT/PARENTS, PROVIDE/ARRANGE AND MONITOR SERVICES AND PROGRESS. WILL ASSESS ECONOMIC NEED, MAKE USE OF THIRD PARTY RESOURCES AND ASSIST WITH COMPETITIVE JOB PLACEMENT AND FOLLOW-UP SERVICES. THE INDIVIDUAL SHOULD POSSESS GOOD COMMUNICATION AND CASE MANAGEMENT SKILLS AND ALSO HAVE GOOD COMPUTER SKILLS FOR ELECTRONIC CASE MANAGEMENT. THE INDIVIDUAL WILL BE THE LIAISON REPRESENTATIVE WITH SEVERAL LOCAL AGENCIES. TRAVEL WITHIN THE COUNTY IS REQUIRED IN ORDER TO CONTACT CLIENTS, COMMUNITY REHABILITATION PROGRAMS, AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT THE APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION.

PLEASE SEE ALTERNATE POSTING ON RS17004

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN REHABILITATION COUNSELING, COUNSELING AND GUIDANCE, SOCIAL WORK,

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NURSING, SPECIAL EDUCATION, OR RELATED BEHAVIORAL
SCIENCE OR HUMAN SERVICE FIELD.
PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED COLLEGE OR UNIVERSITY WITH TWO YEARS OF
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE
IN THE POSITION OF REHABILITATION COUNSLEOR
TRAINEE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: APRIL 19, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHARLOTTE STILTNER
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17003 ON APPLICATION