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REHABILITATION COUNSELOR TRAINEE  
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 LEARN TO PROVIDE A FULL RANGE OF SERVICES TO INDIVIDUALS WITH DISABILITIES TRANSITIONING FROM THE 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 COUNTIES 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 IS REQUIRED. THIS IS THE ENTRY LEVEL POSITION WITHIN THE REHABILITATION COUNSELOR SERIES.

\*\*PLEASE SEE ALTERNATE POSTING ON RS17003\*\*

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REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN COUNSELING AND GUIDANCE, SOCIAL WORK, NURSING, SPECIAL EDUCATION, OR RELATED BEHAVIORAL SCIENCE OR HUMAN SERVICE FIELD.

PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE POSITION OF REHABILITATION SERVICES ASSOICATE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

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 RS17004 ON APPLICATION