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REHABILITATION SERVICES ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
WESTON BRANCH OFFICE
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE WESTON BRANCH OFFICE MANAGER, THE INCUMBENT WILL FUNCTION AS A PARAPROFESSIONAL IN PROVIDING ASSISTANCE TO COUNSELING AND SUPERVISORY STAFF. DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO: ASSISTING COUNSELORS FOR GENERAL AND SCHOOL TERRITORIES THROUGH A VARIETY OF CASEWORK AND DIRECT SERVICES TO CLIENTS THAT MAY INVOLVE DEVELOPING NEW REFERRALS, ORIENTATION OF PROSPECTIVE CLIENTS, AND CONVEYING CLIENT'S RIGHTS AND RESPONSIBILITIES FACILITATION OF INTAKES, ARRANGE MEDICAL AND VOCATIONAL EVALUATIONS AT THE DIRECTION OF THE COUNSELOR OF RECORD, SERVICE COORDINATION INCLUDING EMPLOYMENT SERVICES, JOB PLACEMENT ASSISTANCE AND FOLLOW-UP, AND ASSISTING WITH CLIENT CONTACTS. PERFORM FISCAL AND/OR CLERICAL DUTIES AS ASSIGNED TO ENSURE THE EFFICIENT OPERATION OF THE OFFICE. THE INDIVIDUAL WILL BE RESPONSIBLE FOR CONVEYING INFORMATION REGARDING REHABILITATION SERVICES AND THE PROCESS TO THE PUBLIC AND/OR APPLICANTS TO PROMOTE THE AGENCY. FREQUENT TRAVEL MAY BE REQUIRED THROUGHOUT BRAXTON, GILMER, LEWIS AND UPSHUR COUNTIES AND SURROUNDING AREAS TO MEET WITH CLIENTS AND FOR PUBLIC PRESENTATIONS. COMPUTER SKILLS ARE NECESSARY FOR INPUT INTO IECM TO ASSIST WITH DOCUMENTATION.

REQUIREMENTS: FOR POSITIONS IN REHABILITATION SERVICES:
TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND

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DELIVERY OF DIRECT CLIENT SERVICES IN A STATE VOCATIONAL REHABILITATION SERVICES AGENCY. OR FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH THE WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE AND FEDERAL LAWS AND/OR GUIDELINES.

SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.

FOR POSITIONS IN DISABILITY DETERMINATION SERVICES:

TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.

EXPERIENCE: FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND DELIVERY OF DIRECT CLAIMANT SERVICES IN A STATE DISABILITY DETERMINATION SERVICE OR FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE OR FEDERAL LAWS AND/OR GUIDELINES.

SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: APRIL 16, 2017

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

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PLEASE INCLUDE POSTING NUMBER RS17007 ON APPLICATION