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REHABILITATION COUNSELOR TRAINEE  
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 DIRECTION OF THE WESTON BRANCH OFFICE SUPERVISOR. THIS INDIVIDUAL WILL LEARN TO PROVIDE A FULL RANGE OF VOCATIONAL REHABILITATION SERVICES TO STUDENTS WITH DISABILITIES WITHIN A SCHOOL TRANSITION TERRITORY WHICH INCLUDES FIVE COUNTY HIGH SCHOOLS (BRAXTON, GILMER, LEWIS, SOUTH HARRISON AND UPSHUR). 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 GUIDANCE TO ASSIST THE CLIENT IN MAKING A SUITABLE VOCATIONAL GOAL CHOICE. DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT, PROVIDE/ARRANGE AND MONITOR SERVICES AND PROGRESS ALONG WITH CASE MANAGEMENT DUTIES. 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 ALSO FUNCTION AS LIAISON TO OTHER LOCAL AGENCIES. POSITION IS HOUSED IN THE WESTON BRANCH OFFICE. WITHIN THE ASSIGNED AREA IS REQUIRED IN ORDER TO MEET WITH CLIENTS, VISIT COMMUNITY REHABILITATION PROGRAMS AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE IS REQUIRED. PERFORMS OTHER RELATED WORK AS ASSIGNED. THIS IS THE ENTRY LEVEL POSITION WITHIN THE REHABILITATION COUNSELOR SERIES.

\*\*PLEASE SEE ALTERNATE POSTING ON RS17008\*\*

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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 16, 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 RS17009 ON APPLICATION