

DATE: APRIL 07, 2017
RS17012
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REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
CLARKSBURG BRANCH OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE CLARKSBURG BRANCH OFFICE MANAGER, THIS INCUMBENT WILL LEARN TO PROVIDE SERVICES TO INDIVIDUALS WITH DISABILITIES IN HARRISON COUNTY. DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO: PROVIDING REHABILITATION COUNSELING AND GUIDANCE TO THE MOST SIGNIFICANTLY DISABLED IN A GENERAL FIELD TERRITORY. THEY WILL INCORPORATE REHABILITATION TECHNIQUES AND STANDARDS TO PLAN AND ARRANGE VOCATIONAL REHABILITATION SERVICES TO THOSE WITH PHYSICAL AND/OR MENTAL DISABILITIES TO ASSIST THEM IN OBTAINING OR MAINTAINING COMPETITIVE EMPLOYMENT. THESE TECHNIQUES MAY INCLUDE VOCATIONAL ASSESSMENT, GUIDANCE AND COUNSELING REGARDING VOCATIONAL GOAL, REFERRING CLIENTS FOR EVALUATIONS AND DIAGNOSTICS, AND DEVELOPING COMPREHENSIVE PLANS FOR EMPLOYMENT. THEY WILL EVALUATE MEDICAL DOCUMENTATION TO DETERMINE ELIGIBILITY FOR SERVICES AS WELL AS IMPACT OF DISABILITY. THEY WILL HAVE EXTENSIVE CONTACT WITH THE PUBLIC THROUGH COMMUNITY GROUPS AND SERVICES PROVIDERS IN REPRESENTING THE DIVISION OF REHABILITATION SERVICES AND THE AGENCY'S MISSION. THEY WILL ALSO SERVE AS A RESOURCE FOR BUSINESSES AND EMPLOYERS OR REPRESENTATIVES OF PUBLIC AND PRIVATE AGENCIES. THIS IS THE ENTRY LEVEL POSITION WITHIN THE REHABILITATION COUNSELOR SERIES.

PLEASE SEE ALTERNATE POSTING ON RS17011

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.

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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 RS17012 ON APPLICATION