

DATE: APRIL 07, 2017
RS17014
PAGE: 1

REHABILITATION SERVICES SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE CHARLESTON DDS IS RECRUITING TO FILL A REHABILITATION SERVICES SPECIALIST VACANCY. THIS EMPLOYEE, UNDER GENERAL SUPERVISION, WILL SERVE AS A PROFESSIONAL RELATIONS OFFICER (PRO). THE PRO IS RESPONSIBLE FOR ASSURING COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS GOVERNING THE OBTAINING AND USE OF MEDICAL EVIDENCE IN THE ADJUDICATION OF SOCIAL SECURITY DISABILITY CLAIMS. THIS INDIVIDUAL PROVIDES EDUCATION AND COMPLEX TECHNICAL ASSISTANCE TO THE MEDICAL COMMUNITY AND OTHER GOVERNMENT AND PUBLIC AGENCIES REGARDING EVIDENCE NEEDED TO MAKE DETERMINATIONS IN DISABILITY CLAIMS. THE PRO PROMOTES AND TAKES ACTION TO IMPROVE THE DELIVERY OF QUALITY AND TIMELY SERVICES TO BOTH INTERNAL AND EXTERNAL CUSTOMERS. THE PRO USES INDEPENDENT JUDGEMENT TO DETERMINE APPROPRIATE ACTIONS TO TAKE TO ACHIEVE DESIRED RESULTS AND EXERCISES CONSIDERABLE LATITUDE AND INDEPENDENCE IN DETERMINING APPROACHES TO PROBLEM SOLVING. PRIMARY DUTIES INCLUDE RECRUITMENT AND TRAINING OF MEDICAL SOURCES TO ENSURE ADEQUATE CONSULTATIVE EXAMINATION PROVIDERS ARE AVAILABLE TO MEET THE DDS' NEEDS. THESE STAFF MEMBERS ALSO WORK CONTINUOUSLY WITH THE ENTIRE MEDICAL COMMUNITY TO OBTAIN TIMELY AND QUALITY EVIDENCE FOR DDS TO USE IN ADJUDICATING DISABILITY CLAIMS. THIS POSITION REQUIRES TRAVEL THROUGHOUT THE STATE TO DO RECRUITMENT, EDUCATION AND GENERAL OVERSIGHT OF THE STATE'S MEDICAL/PROFESSIONAL PROGRAM. MAY PERFORM OTHER WORK AS REQUIRED.
"MUST BE FILLED FROM WITHIN THE DDS ONLY"
"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL

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PAGE: 2

CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN A PROGRAM OR TECHNICAL AREA SPECIFIC TO OR CHARACTERISTIC OF THE DIVISION OF REHABILITATION SERVICES. QUALIFYING EXPERIENCE MUST HAVE BEEN AT A LEVEL CONSISTENT WITH THE WORK PERFORMED AT THE REHABILITATION SERVICES ASSOCIATE LEVEL.

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

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 RS17014 ON APPLICATION