

DATE: AUGUST 29, 2017

RS17033

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REHABILITATION SERVICES ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
MARTINSBURG DISTRICT OFFICE
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THE INDIVIDUAL WILL FUNCTION AS A PARAPROFESSIONAL IN PROVIDING ASSISTANCE TO COUNSELING AND SUPERVISORY STAFF IN THE MARTINSBURG DISTRICT OFFICE. DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO: ASSISTING COUNSELORS FOR GENERAL AND SCHOOL TERRITORIES THROUGH A VARIETY OF CASEWORK AND DIRECT SERVICES TO CLIENT THAT MAY INVOLVE DEVELOPING NEW REFERRALS, ORIENTATION OF PROSPECTIVE CLIENTS AND CONVEYING CLIENTS' 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 INSURE 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 TO MEET WITH CLIENTS AND FOR PUBLIC PRESENTATIONS. COMPUTER SKILLS ARE NECESSARY FOR INPUT INTO ELECTRONIC CASE MANAGEMENT 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 DELIVERY OF DIRECT CLIENT SERVICES IN A STATE

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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: SEPTEMBER 07, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. AARON JOHNSON
REHAB SERVICES 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17033 ON APPLICATION