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REHABILITATION PROGRAM SPECIALIST  
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 SUPERVISION OF THE SENIOR MANAGER, QUALITY ASSURANCE/POLICY DEVELOPMENT UNIT, THE QUALITY ASSURANCE SPECIALIST WILL PROVIDE A COMPREHENSIVE PROGRAM OF QUALITY ASSURANCE AND TRAINING THROUGHOUT THE MARTINSBURG DISTRICT. PARTICIPATES ON A STATEWIDE POLICY REVIEW AND DEVELOPMENT TEAM. PROVIDES TECHNICAL ASSISTANCE ON CASEWORK MATTERS TO DISTRICT STAFF. RECOMMENDS AND EFFECTS OPERATIONAL CHANGES TO FACILITATE EFFICIENT AND EFFECTIVE ACCOMPLISHMENTS OF SERVICE DELIVERY. REVIEWS OFFICE/EMPLOYEE CASELOADS RELATIVE TO CASEWORK SERVICE EFFICIENCY AND RECOMMENDS IMPROVEMENTS WHERE APPROPRIATE. PROVIDES COMPREHENSIVE ON-THE-JOB TRAINING TO NEWLY HIRED REHABILITATION STAFF. NEWLY HIRED REHABILITATION COUNSELORS AND REHABILITATION SERVICES ASSOCIATES IN SUCH TRAINING WILL CONTINUE TO REPORT TO THE BRANCH OFFICE MANAGER OR DISTRICT MANAGER FOR SUPERVISORY PURPOSES. MUST APPROVE ALL RECOMMENDATIONS FOR IPE APPROVAL STATUS. CONDUCTS COMPREHENSIVE TERRITORY REVIEWS, IPE REVIEWS, INDIVIDUAL CASEWORK REVIEWS AND PERIODIC STATEWIDE QUALITY ASSURANCE REVIEWS. BASED ON RESULTS OF THE REVIEWS, WILL PROVIDE WRITTEN REPORTS TO THE QUALITY ASSURANCE MANAGER FOR IMPROVEMENTS IN QUALITY, POLICY, OR CASEWORK PRACTICES. WORKS WITH PROGRAM EVALUATION STAFF TO PROVIDE TECHNICAL ASSISTANCE AND GUIDANCE TO STAFF TO IMPROVE RSA AND WIOA DATA. PROVIDES INDIVIDUAL TRAINING TO DISTRICT STAFF IN ORDER TO CORRECT DAY-TO-DAY PERFORMANCE DEFICIENCIES. THE INSTRUCTION AND COACHING WILL BE COORDINATED WITH THE DISTRICT MANAGER AND BRANCH OFFICE MANAGER. PROVIDES TRAINING THROUGHOUT THE DISTRICT TO CORRECT CASEWORK DEFICIENCIES. WILL TRAVEL THROUGHOUT

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THE DISTRICT, TO AND FROM THE STATE OFFICE, OR TO  
OTHER OFFICE LOCATIONS WHEN REQUESTED, THUS, A  
VALID DRIVER'S LICENSE IS REQUIRED.

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: FOUR YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL  
OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR  
PARTICIPANTS IN A REHABILITATION SERVICES AREA.  
TWO YEARS OF THE QUALIFYING EXPERIENCE MUST HAVE  
BEEN AT A LEVEL CONSISTENT WITH THE WORK PERFORMED  
AT THE REHABILITATION SERVICES SPECIALIST LEVEL.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: SEPTEMBER 10, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17035 ON APPLICATION