



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Rehabilitation Counselor Trainee**

An Equal Opportunity Employer

SALARY: \$967.19 - \$1,789.27 Biweekly
DEPARTMENT: Commerce - Rehabilitation Services
OPENING DATE: 08/06/21
CLOSING DATE: 08/16/21 11:59 PM
NATURE OF WORK:

UNDER THE DIRECTION OF THE BRANCH OFFICE MANAGER THIS INDIVIDUAL WILL LEARN TO PROVIDE A FULL RANGE OF SERVICES TO INDIVIDUALS WITH DISABILITIES IN SUMMERS COUNTY THIS POSITION WILL BE HOUSED IN BECKLEY. 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 ASSIST THE CLIENT IN MAKING A SUITABLE GOAL CHOICE. DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT/PARENTS, PROVIDE/ARRANGE AND MONITOR SERVICES AND PROGRESS. 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 BE THE LIAISON REPRESENTATIVE WITH SEVERAL LOCAL AGENCIES. TRAVEL WITHIN THE COUNTIES IS REQUIRED IN ORDER TO CONTACT CLIENTS, COMMUNITY REHABILITATION PROGRAMS, AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT THE APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED.

POSITION #: 0932P00308

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

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 Associate with the employing agency.

OTHER INFORMATION:

PG: 10 \$25,147 - \$46,521
Market Rate: \$40,989

Probationary period 1 yr.

Send applications to;

WV Division of Rehabilitation Services
Administrative Offices
Attn: Joshua McAtee
State Capitol P.O. Box 50890
Charleston, WV 25305

or email to;
Joshua.McAtee@wv.gov

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #RS2167
REHABILITATION COUNSELOR TRAINEE
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1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov
