

**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 Services Associate**

An Equal Opportunity Employer

SALARY: \$920.73 - \$1,703.35 Biweekly
DEPARTMENT: Commerce - Rehabilitation Services
OPENING DATE: 08/11/21
CLOSING DATE: 08/22/21 11:59 PM
NATURE OF WORK:

Under the direction of the Clarksburg Branch Office Manager, the individual will function as a paraprofessional in providing assistance to counseling and supervisory staff in the Clarksburg 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 clients 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; services 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 offices. 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 throughout the Clarksburg District may be required to meet with clients and for public presentations. Computer skills are necessary for input into the electronic case management system to assist with documentation.
Position# 0932P00087

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

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 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 3 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 3 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.

OTHER INFORMATION:

PG: 09 \$23,939 - \$44,287

Market Rate: \$39,020

WV Division of Rehabilitation Services

Administrative Offices

Attn: Joshua McAtee

State Capitol

P.O. Box 50890

Charleston, WV 25305-0890

Or email to:

Joshua.McAtee@wv.gov

APPLICATIONS MAY BE FILED ONLINE AT:

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

1900 Kanawha Blvd. East

Building 3 Suite 500

Charleston, WV 25305

(304) 558-3950

DOP.applicantservices@wv.gov

Position #RS2168
REHABILITATION SERVICES ASSOCIATE
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