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REHABILITATION PROGRAM SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
REHABILITATION FIELD SERVICES PROGRAM
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
UNDER THE DIRECTION OF THE ASSISTANT DIRECTOR,
FIELD SERVICES; THIS INDIVIDUAL WILL ADMINISTER
FOUR MAJOR STATEWIDE PROGRAMS TO INCLUDE
EMPLOYMENT ATTENDANT CARE PROGRAM, SSA'S TICKET
TO WORK PROGRAM, SOCIAL SECURITY REIMBURSEMENT
PROGRAM, AND THE WORK INCENTIVES PLANNING AND
ASSISTANCE PROGRAM. THIS INDIVIDUAL WILL ALSO
BE RESPONSIBLE FOR OPERATING AND MAINTAINING
RECORDS FOR THE REHABILITATION SERVICES
ADMINISTRATION CLIENT APPEALS PROGRAM. THIS
INDIVIDUAL WILL BE RESPONSIBLE IN PROVIDING
STATEWIDE ADVANCED TECHNICAL ASSISTANCE, TRAINING
AND GUIDANCE WITH ALL PROGRAMS. THIS INDIVIDUAL
WILL BE PROVIDING STATEWIDE TECHNICAL ASSISTANCE
AND TRAINING TO WVDRS, PARTNERS, AND THE PUBLIC.
THIS INDIVIDUAL WILL ALSO BE RESPONSIBLE FOR
MONITORING, REVIEWING AND APPROVING CLIENT
SERVICES. DUTIES WILL INCLUDE BUT ARE NOT LIMITED
TO MONITORING, REVIEWING AND EVALUATING CLIENT
CASES; WORKING CLOSELY WITH STATE AND FEDERAL
AUDITORS IN CLIENT CASE REVIEWS; APPLYING FEDERAL,
STATE, AND AGENCY REGULATIONS TO ALL PROGRAMS;
DEVELOPING, MAINTAINING AND WORKING WITHIN PROGRAM
BUDGETS; MONITORING, REVIEWING, AND EVALUATING
EACH PROGRAM FOR EFFECTIVENESS, EFFICIENCY, AND
COMPLIANCE; DEVELOP AND IMPLEMENT CHANGES WITH
POLICIES, PROCEDURES OR PROCESSES BASED ON
REGULATION CHANGES AND REVIEWS; THIS INDIVIDUAL
WILL BE RESPONSIBLE FOR PROVIDING REPORTING AND
STATISTICAL REPORTING ON PROGRAMS. THE SKILL SET
AND KNOWLEDGE LEVEL REQUIRES ABILITY TO GAIN
UNDERSTANDING OF PROCEDURES, POLICIES AND
PROCESSES IN THE SPECIALIZED AREAS OF VOCATIONAL
REHABILITATION. THIS INDIVIDUAL REQUIRES EXTENSIVE

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KNOWLEDGE OF THE SOCIAL SECURITY ADMINISTRATION POLICIES, PROCEDURES AND PROCESSES ON THE TICKET TO WORK PROGRAM AND REIMBURSEMENT REQUIREMENTS. THIS INDIVIDUAL MUST HAVE EXTENSIVE KNOWLEDGE AND THE ABILITY TO UNDERSTAND CLIENT SERVICES AND RELATING POLICIES. THIS POSITION REQUIRES EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS; THE ABILITY TO ORGANIZE AND MANAGE MULTIPLE TASKS AT ONCE. KNOWLEDGE OF THE POLICIES, PROCEDURES AND RULES OF THE DIVISION OF REHABILITATION SERVICES. THIS INDIVIDUAL REQUIRES THE ABILITY TO WORK COLLABORATIVELY, MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH PARTNERS AT THE STATE AND FEDERAL LEVEL, AGENCY STAFF, THE PUBLIC AND OTHERS. THIS INDIVIDUAL WILL PERFORM OTHER DUTIES AS ASSIGNED. THE POSITION WILL BE LOCATED IN THE ADMINISTRATIVE OFFICES, DRS CAPTIOL STREET, CHARLESTON WV. MUST BE ABLE TO PASS FEDERAL BACKGROUND CLEARANCE. MUST HAVE A VALID DRIVER'S LICENSE. STATEWIDE TRAVEL WILL BE 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: OCTOBER 01, 2017

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

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PLEASE INCLUDE POSTING NUMBER RS16238 ON APPLICATION