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REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
ROMNEY BRANCH OFFICE
HAMPSHIRE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE BRANCH OFFICE
MANAGER, THIS INDIVIDUAL WILL LEARN TO PROVIDE
A FULL RANGE OF SERVICES TO INDIVIDUALS WITH
DISABILITIES IN THE GENERAL FIELD. THE COUNTIES
SERVED ARE: HAMPSHIRE AND MINERAL. THIS POSITION
WILL BE HOUSED IN THE ROMNEY BRANCH OFFICE.
DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO:
PROVIDING REHABILITATION COUNSELING AND GUIDANCE
TO THE MOST SIGNIFICANTLY DISABLED IN A GENERAL
FIELD TERRITORY. THEY WILL INCORPORATE
REHABILITATION TECHNIQUES AND STANDARDS TO PLAN
AND ARRANGE VOCATIONAL REHABILITATION SERVICES
TO THOSE WITH PHYSICAL AND/OR MENTAL DISABILITIES
TO ASSIST THEM IN OBTAINING OR MAINTAINING
COMPETITIVE EMPLOYMENT. THESE TECHNIQUES MAY
INCLUDE VOCATIONAL ASSESSMENT, GUIDANCE AND
COUNSELING REGARDING VOCATIONAL GOAL, REFERRING
CLIENTS FOR EVALUATIONS AND DIAGNOSTICS AND
DEVELOPING COMPREHENSIVE PLANS FOR EMPLOYMENT.
THEY WILL EVALUATE MEDICAL DOCUMENTATION TO
DETERMINE ELIGIBILITY FOR SERVICES AS WEL AS
IMPACT OF THE DISABILITY. THEY WILL HAVE
EXTENSIVE CONTACT WITH THE PUBLIC THROUGH
COMMUNITY GROUPS AND SERVICE PROVIDERS IN
REPRESENTING THE DIVISION OF REHABILITATION
SERVICES AND THE AGENCY'S MISSION. THEY WILL ALSO
SERVE AS A RESOURCE FOR BUSINESSES AND EMPLOYERS
OR REPRESENTATIVES OF PUBLIC AND PRIVATE AGENCIES.
THIS IS THE ENTRY LEVEL POSITION WITHIN THE
REHABILITATION COUNSELOR SERIES.
PLEASE SEE ALTERNATE POSTING ON RS17000

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED COLLEGE OR UNIVERSITY IN COUNSELING
AND GUIDANCE, SOCIAL WORK, NURSING, SPECIAL

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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 ASSOICATE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: APRIL 19, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHARLOTTE STILTNER
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17001 ON APPLICATION