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REHABILITATION OFFICE SUPERVISOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CLARKSBURG OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE DISABILITY DETERMINATION SECTION IS RECRUITING FOR ONE CASEWORK UNIT SUPERVISOR POSITION IN THE CLARKSBURG AREA OFFICE. THE POSITION WILL BE STAFFED AT THE REHABILITATION OFFICE SUPERVISOR LEVEL. THE INDIVIDUAL SELECTED WILL BE RESPONSIBLE FOR SUPERVISING A UNIT OF EIGHT TO TEN DISABILITY EVALUATION SPECIALISTS HANDLING INITIAL, RECONSIDERATION, CONTINUING DISABILITY CLAIMS, ETC AND WILL BE RESPONSIBLE FOR CONDUCTING PERFORMANCE APPRAISALS FOR THE UNIT STAFF MEMBERS. HE/SHE WILL BE RESPONSIBLE FOR SUPERVISING AND COORDINATING THE UNIT'S CASEWORK ACTIVITIES TO ENABLE THE DDS TO MEET PRODUCTION, QUALITY AND PROCESSING TIME GOALS. A THOROUGH KNOWLEDGE OF SOCIAL SECURITY DISABILITY CASEWORK PROCESSES, AS WELL AS AN ABILITY TO SUMMARIZE, ANALYZE AND INTERPRET COMPLEX MEDICAL DATA IS REQUIRED. PERFORMS OTHER WORK RELATED DUTIES AS ASSIGNED. *THIS POSITION IS TO BE FILLED FROM WITHIN THE DDS ONLY*
"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS, FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM A REGIONALLY

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ACCREDITED COLLEGE OR UNIVERSITY IN REHABILITATION COUNSELING, COUNSELING AND GUIDANCE, SOCIAL WORK, NURSING, SPECIAL EDUCATION, OR RELATED BEHAVIORAL SCIENCE OR HUMAN SERVICE FIELD.

EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION.

PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH SEVEN YEARS OF COMBINED FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A REHABILITATION COUNSELOR SENIOR, REHABILITATION COUNSELOR CERTIFIED, REHABILITATION COUNSELOR AND REHABILITATION COUNSELOR TRAINEE WITH THE EMPLOYING AGENCY.

MINIMUM QUALIFICATIONS DISABILITY DETERMINATION SERVICES ONLY

TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.

EXPERIENCE: FOUR YEARS OF EXPERIENCE DETERMINING ELIGIBILITY FOR DISABILITY BENEFITS, INCLUDING TWO YEARS IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

PROMOTIONAL: TWO YEARS OF EXPERIENCE AS A DISABILITY EVALUATION SPECIALIST, SENIOR WITH THE EMPLOYING AGENCY MAY SUBSTITUTE FOR THE REQUIRED ADMINISTRATIVE OR SUPERVISORY EXPERIENCE.

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

DEADLINE: APRIL 16, 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 RS17002 ON APPLICATION