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REHABILITATION COUNSELOR  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
WESTON BRANCH OFFICE  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE WESTON BRANCH OFFICE SUPERVISOR. THIS INDIVIDUAL WILL PROVIDE A FULL RANGE OF VOCATIONAL REHABILITATION SERVICES TO STUDENTS WITH DISABILITIES WITHIN A SCHOOL TRANSITION TERRITORY WHICH INCLUDES FIVE COUNTY HIGH SHCOOLS (BRAXTON, GILMER, LEWIS, SOUTH HARRISON AND UPSHUR). 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 GUIDANCE TO ASSIST THE CLIENT IN MAKING A SUITABLE VOCATIONAL GOAL CHOICE. DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT, PROVIDE/ARRANGE AND MONITOR SERVICES AND PROGRESS ALONG WITH CASE MANAGEMENT DUTIES. 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 ALSO FUNCTION AS LIAISON TO OTHER LOCAL AGENCIES. POSITION IS HOUSED IN THE WESTON BRANCH OFFICE. TRAVEL WITHIN THE ASSIGNED AREA IS REQUIRED IN ORDER TO MEET WITH CLIENTS, VISIT COMMUNITY REHABILITATION PROGRAMS AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE IS REQUIRED. PERFORMS OTHER RELATED WORK AS ASSIGNED.  
\*\*PLEASE SEE ALTERNATE POSTING ON RS17009\*\*

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.

PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY  
ACCREDITED COLLEGE OR UNIVERSITY WITH TWO YEARS OF  
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE  
IN THE POSITION OF REHABILITATION COUNSELOR  
TRAINEE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

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 RS17008 ON APPLICATION