

DATE: APRIL 07, 2017
RS17011
PAGE: 1

REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE CLARKSBURG BRANCH OFFICE MANAGER, THIS INCUMBENT WILL FUNCTION AS A PROFESSIONAL IN PROVIDING SERVICES TO INDIVIDUALS WITH DISABILITIES IN HARRISON COUNTY. 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 WELL 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.
PLEASE SEE ALTERNATE POSTING ON RS17012

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM A REGIONALLY 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

DATE: APRIL 07, 2017
RS17011
PAGE: 2

FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE
IN THE POSITION OF REHABILITATION COUNSLEOR
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 RS17011 ON APPLICATION