

DATE: JUNE 19, 2017

RS17015

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REHABILITATION SERVICES MANAGER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
THE DISABILITY DETERMINATION SECTION IS RECRUITING TO FILL ONE REHABILITATION SERVICES MANAGER II POSITION IN THE DDS ADMINISTRATIVE OFFICE. UNDER THE DIRECTION OF THE ASSISTANT DIRECTOR, THIS POSITION PERFORMS COMPLEX ADMINISTRATIVE, MANAGERIAL AND SUPERVISORY WORK WITH RESPONSIBILITY FOR PROVIDING ACCURATE, TIMELY, EFFICIENT AND COST EFFECTIVE EVALUATIONS OF MEDICAL AND OTHER EVIDENCE RELATED TO CLAIMS FILED BY RESIDENTS OF WEST VIRGINIA FOR BENEFITS UNDER TITLE II AND TITLE XVI OF THE SOCIAL SECURITY ACT, AS AMENDED. THESE EVALUATIONS RESULT IN THE ADJUDICATION OR "DETERMINATION" OF CLAIMS AT THE INITIAL, RECONSIDERATION, CONTINUING DISABILITY REVIEW AND OTHER APPELLATE STAGES IN THE DISABILITY REVIEW. THIS INDIVIDUAL WILL PROVIDE LEADERSHIP, DIRECTION, POLICY, PROCEDURE, BUSINESS PROCESS AND ADMINISTRATIVE OVERSIGHT OF ALL DISABILITY DETERMINATION SERVICES CASEWORK. THIS INDIVIDUAL WILL ALSO PROVIDE GUIDANCE IN PROFESSIONAL RELATIONS ACTIVITIES ENSURING INTEGRATION OF THOSE SERVICES INTO THE OVERALL AGENCY MISSION AND GOALS, WHICH IS TO MAKE DISABILITY DECISIONS FOR RESIDENTS OF WEST VIRGINIA UNDER TITLE II AND TITLE XVI OF THE SOCIAL SECURITY ACT AS AMENDED IN A TIMELY, ACCURATE, COST-EFFECTIVE AND CARING MANNER. ENSURE COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS, WITHIN AREAS OF RESPONSIBILITY. PERFORM AS ACTING DISABILITY DETERMINATION SERVICES DIRECTOR IN THE ABSENCE OF DIRECTOR AND DUTIES AS DELEGATED FROM THE DIRECTOR.
*THIS POSITION IS TO BE FILLED BY PROMOTION FROM WITHIN THE DDS.. NO OTHER OR OUTSIDE APPLICANTS

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WILL BE ACCEPTED.*

"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 AN ACCREDITED COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE LISTED BELOW MAY BE SUBSTITUTED FOR THE GRADUATE TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION, INCLUDING TWO YEARS IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: JUNE 28, 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 RS17015 ON APPLICATION