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REHABILITATION COUNSELOR TRAINEE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE CHARLESTON BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL LEARN TO PROVIDE A FULL RANGE OF VOCATIONAL REHABILITATION SERVICES TO INDIVIDUALS WITH DISABILITIES WITHIN A GENERAL FIELD TERRITORY OF THE CHARLESTON BRANCH OFFICE SERVING KANAWHA COUNTY. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: SEEK AND ACCEPT REFERRALS, CONDUCT INITIAL VOCATIONAL DIAGNOSTIC INTERVIEWS, OBTAIN DIAGNOSTIC INFORMATION FOR DETERMINATION 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 ASSIST CLIENT IN MAKING A SUITABLE GOAL CHOICE, DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT, PROVIDE/ARRANGE, AND MONITOR SERVICES AND PROGRESS. WILL ASSESS ECONOMIC NEED AND 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 BE THE LIAISON REPRESENTATIVE WITH SEVERAL LOCAL AGENCIES. POSITION IS HOUSED AT THE CHARLESTON BRANCH OFFICE TRAVEL WITHIN THE ASSIGNED AREA IS REQUIRED IN ORDER TO CONTACT CLIENTS, VISIT COMMUNITY REHABILITATION PROGRAMS AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED. PERFORMS OTHER RELATED WORK AS ASSIGNED. THIS IS THE ENTRY LEVEL POSITION WITHIN THE REHABILITATION COUNSELOR SERIES.

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\*\*PLEASE SEE ALTERNATE POSTING ON RS17017\*\*

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN 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 THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE POSITION OF REHABILITATION SERVICES ASSOCIATE WITH THE EMPLOYING AGENCY.

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

DEADLINE: SEPTEMBER 20, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. AARON JOHNSON  
REHAB SERVICES 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17018 ON APPLICATION