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REHABILITATION SERVICES ASSOCIATE  
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 DIRECT SUPERVISION OF THE CHARLESTON BRANCH OFFICE SUPERVISOR, THE INDIVIDUAL SELECTED WILL FUNCTION AS A PARAPROFESSIONAL AND WILL PROVIDE TECHNICAL AND PROGRAMMATIC ASSISTANCE TO STAFF, PARTICIPANTS, AND OTHER USER ENTITIES WITHIN THE SERVICE AREA OF DISTRICT I. ACTIVITIES FOR ASSISTING COUNSELORS THROUGH A VARIETY OF CASEWORK DUTIES AND DIRECT CLIENT SERVICES MAY INVOLVE DEVELOPING NEW CLIENT REFERRALS, ORIENTATION OF PROSPECTIVE CLIENTS AS TO THE AGENCY'S PROGRAM AND CLIENT'S RIGHTS/ RESPONSIBILITIES, FACILITATION OF CLIENT APPLICATIONS, INITIATE VOCATIONAL DIAGNOSTIC INTERVIEWS, ARRANGE MEDICAL AND VOCATIONAL EVALUATIONS AT THE DIRECTION OF THE COUNSELOR, SERVICE COORDINATION INCLUDING EMPLOYMENT SERVICES JOB FINDING, FOLLOW-UP, AND ASSISTING WITH MAINTAINING CLIENT CONTACT. THIS INDIVIDUAL WILL ASSIST WITH OBTAINING INFORMATION TO ENABLE THE CLIENT IN MAKING A DECISION REGARDING THEIR REHABILITATION PROGRAM, ASSIST REHABILITATION COUNSELORS WITH MONITORING ONGOING REHABILITATION PROGRAMS, ASSISTS CLIENTS WITH FINANCIAL AID, AND MAY MAKE HOME VISITS TO OBTAIN INFORMATION FOR APPLICATION AND/OR INDIVIDUALIZED EMPLOYMENT PLAN OR FOLLOW-UP SERVICES. THE INDIVIDUAL WILL BE RESPONSIBLE FOR CONVEYING INFORMATION REGARDING THE REHABILITATION PROCESS AND SERVICES AVAILABLE TO INTERESTED APPLICANTS AND THE GENERAL PUBLIC. GOOD COMMUNICATION, NETWORKING, AND PUBLIC RELATION SKILLS ARE NEEDED TO MEET WITH INDIVIDUAL CLIENTS, BUSINESS/EMPLOYERS, AND COMMUNITY GROUPS IN PROMOTING REHABILITATION SERVICES. SIGNIFICANT TIME WILL BE SPENT IN SHARING PROGRAM INFORMATION, ORGANIZING MEETINGS

AND ATTENDING EMPLOYMENT/CAREER FAIRS OR ACTIVITIES. THE INDIVIDUAL MAY PERFORM CLERICAL DUTIES INCLUDING, BUT NOT LIMITED TO TYPING A VARIETY OF DOCUMENTS FROM VERBAL/WRITTEN INSTRUCTION OR VOICE RECORDED DICTATION, CORRESPONDENCE, ASSISTING WITH IECM INPUT, AND PERFORMING FUNCTIONS OF AN OFFICE ASSISTANT. FREQUENT TRAVEL IS REQUIRED TO FACILITATE DIRECT SERVICES TO CLIENTS AND OTHER ANCILLARY DUTIES. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED. THE INDIVIDUAL WILL PERFORM OTHER WORK RELATED DUTIES AS ASSIGNED. "A BACHELOR'S DEGREE IS PREFERRED."

REQUIREMENTS: FOR POSITIONS IN REHABILITATION SERVICES:  
TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND DELIVERY OF DIRECT CLIENT SERVICES IN A STATE VOCATIONAL REHABILITATION SERVICES AGENCY.  
OR FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH THE WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE AND FEDERAL LAWS AND/OR GUIDELINES.  
SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.  
FOR POSITIONS IN DISABILITY DETERMINATION SERVICES:  
TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND

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DELIVERY OF DIRECT CLAIMANT SERVICES IN A STATE  
DISABILITY DETERMINATION SERVICE OR FOUR YEARS  
OF FULL TIME OR EQUIVALENT PART TIME PAID  
EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE  
CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT  
WITH WORK PERFORMED BY OFFICE ASSISTANT III WHICH  
REQUIRED APPLICATION OF STATE OR FEDERAL LAWS  
AND/OR GUIDELINES.

SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY  
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY  
BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: FEBRUARY 14, 2018

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

PLEASE INCLUDE POSTING NUMBER RS17019 ON APPLICATION