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REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE SUPERVISION OF THE BRANCH OFFICE
MANAGER, THE SELECTED INDIVIDUAL WILL SERVE
DEAF/HEARING IMPAIRED INDIVIDUALS FROM THE
CLARKSBURG DISTRICT TO INCLUDE BARBOUR, BRAXTON,
GILMER, HARRISON, LEWIS, MARION, MONONGALIA,
PRESTON, RANDOLPH, TAYLOR, TUCKER AND UPSHER
COUNTIES. 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 ASSIST CLIENT
IN MAKING A SUITABLE GOAL CHOICE, DEVELOP
INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT/
PARENTS, 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. TRAVEL WITHIN THE
DISTRICT IS REQUIRED IN ORDER TO CONTACT CLIENTS,
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 REQUIRED. THIS INDIVIDUAL MUST
HAVE KNOWLEDGE OF DEAFNESS AND SKILLS IN AMERICAN
SIGN LANGUAGE OR BE WILLING TO TAKE CLASSES TO
LEARN. PARTICIPATION IN INTENSIVE TRAINING IS

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REQUIRED. AS THIS IS A DISTRICT WIDE TERRITORY,
THERE WILL BE FLEXIBILITY REGARDING WHICH BRANCH
OFFICE IN THE DISTRICT THE COUNSELOR WILL BE
HOUSED.

PLEASE SEE ALTERNATE POSTING ON RS17022

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
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: SEPTEMBER 24, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17021 ON APPLICATION