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REHABILITATION COUNSELOR TRAINEE  
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 LEARN TO  
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

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TRAINING IS REQUIRED. AS THIS IS A DISTRICT WIDE TERRITORY, THERE WILL BE FLEXIBILITY REGARDING WHICH BRANCH OFFICE IN THE DISTRICT THE COUNSELOR WILL BE HOUSED. THIS IS THE ENTRY LEVEL POSITION WITHIN THE REHABILITATION COUNSELOR SERIES.  
\*\*PLEASE SEE ALTERNATE POSTING ON RS17021\*\*

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 ASSOICATE WITH THE EMPLOYING AGENCY.

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

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 RS17022 ON APPLICATION