

DATE: AUGUST 29, 2017
RS17025
PAGE: 1

REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
WHEELING DISTRICT OFFICE
OHIO

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE WHEELING BRANCH OFFICE
MANAGER, THIS INDIVIDUAL WILL PROVIDE A FULL RANGE
OF SERVICES PRIMARILY TO ADULTS RESIDING IN OHIO
AND MARSHALL 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
COUNTIES 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.
PLEASE SEE ALTERNATE POSTING ON RS17026

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.

DATE: AUGUST 29, 2017
RS17025
PAGE: 2

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 COUNSLEOR TRAINEE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: SEPTEMBER 07, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17025 ON APPLICATION