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REHABILITATION COUNSELOR TRAINEE
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 LEARN TO 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 MANGEMENT. 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. THIS IS THE ENTRY
LEVEL POSITION WITHIN THE REHABILITATION
COUNSELOR SERIES.

PLEASE SEE ALTERNATE POSTING RS17027

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED COLLEGE OR UNIVERSITY IN COUNSELING

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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: OCTOBER 01, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17028 ON APPLICATION