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REHABILITATION SERVICES ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
PRINCETON BRANCH OFFICE
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE MANAGER,
THE INDIVIDUAL WILL FUNCTION AS A PARAPROFESSIONAL
IN PROVIDING ASSISTANCE TO COUNSELING AND
SUPERVISORY STAFF IN THE PRINCETON BRANCH OFFICE.
THIS POSITION WILL BE HOUSED IN THE PRINCETON
OFFICE. DUTIES WILL INCLUDE, BUT ARE NOT LIMITED
TO: ASSISTING COUNSELOR FOR GENERAL AND SCHOOL
TERRITORIES THROUGH A VARIETY OF CASEWORK AND
DIRECT SERVICES TO CLIENT THAT MAY INVOLVE
DEVELOPING NEW REFERRALS, ORIENTATION OF
PROSPECTIVE CLIENTS AND CONVEYING CLIENTS' RIGHTS
AND RESPONSIBILITIES, FACILITATION OF INTAKES,
ARRANGE MEDICAL AND VOCATIONAL EVALUATIONS AT THE
DIRECTION OF THE COUNSELOR OF RECORD; SERVICE
COORDINATION INCLUDING EMPLOYMENT SERVICES, JOB
PLACEMENT ASSISTANCE AND FOLLOW-UP; AND ASSISTING
WITH CLIENT CONTACTS. PERFORM FISCAL AND/OR
CLERICAL DUTIES AS ASSIGNED TO INSURE THE
EFFICIENT OPERATION OF THE OFFICE. THE INDIVIDUAL
WILL BE RESPONSIBLE FOR CONVEYING INFORMATION
REGARDING REHABILITATION SERVICES AND THE PROCESS
TO THE PUBLIC AND/OR APPLICANTS TO PROMOTE THE
AGENCY. FREQUENT TRAVEL MAY BE REQUIRED TO MEET
WITH CLIENTS AND FOR PUBLIC PRESENTATIONS.
COMPUTER SKILLS ARE NECESSARY FOR INPUT INTO
ELECTRONIC CASE MANAGEMENT TO ASSIST WITH
DOCUMENTATION.
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

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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 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: OCTOBER 01, 2017

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

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PLEASE INCLUDE POSTING NUMBER RS17029 ON APPLICATION