

DATE: AUGUST 29, 2017  
RS17031  
PAGE: 1

REHABILITATION COUNSELOR TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
BECKLEY BRANCH OFFICE  
RALEIGH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE  
MANAGER. THIS INDIVIDUAL WILL LEARN TO PROVIDE  
A FULL RANGE OF SERVICES TO INDIVIDUALS WITH  
DISABILITIES IN WOODROW WILSON HIGH SCHOOL. THIS  
POSITION WILL BE HOUSED IN BECKLEY. 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 THE  
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,  
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 THE 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 ON RS17030\*\*

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

DATE: AUGUST 29, 2017  
RS17031  
PAGE: 2

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 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 RS17031 ON APPLICATION