

DATE: SEPTEMBER 25, 2017
RS17048
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REHABILITATION PROGRAM SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
BLIND AND VISUAL IMPAIRED SERVICE
PUTNAM

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE REHABILITATION
MANAGER I, BLIND/VISUALLY IMPAIRED UNIT, THIS
INDIVIDUAL ADMINISTERS THE STATEWIDE PROGRAM FOR
THE PROVISION OF INDEPENDENT LIVING SKILLS
TRAINING SERVICES (INCLUDING EVALUATION AND
TRAINING) FOR VISUALLY IMPAIRED SENIORS AND FOR
ELIGIBLE VOCATIONAL REHABILITATION CLIENT REFERRED
FROM THE FIELD PROGRAM. MANAGE, PLAN, SUPERVISE,
AND COORDINATE THE WORK ACTIVITIES OF THE
STATEWIDE STAFF TO ASSURE THE PRODUCTION, QUALITY
AND ACCURATE COMPLETION OF THE VISUALLY IMPAIRED
SKILLS TRAINING PROGRAM AND FEDERAL OLDER BLIND
GRANT GOALS. MANAGE EXPENDITURES AND BUDGET OF THE
UNIT'S TWO FUNDING SOURCES. OVERSEE THE
PROCUREMENT OF APPROPRIATE LOW VISION DEVICES AND
EQUIPMENT AND MAINTAIN A BALANCED BUDGET. ENSURE
THAT THE UNIT'S INVENTORY IS MAINTAINED AND
ASSURE COSTS ARE RECONCILED AND BALANCED. APPROVE
TRAVEL ITINERARIES AND ASSURE COSTS ARE RELEVANT
AND APPROPRIATE. PROVIDE PRESENTATIONS, PUBLIC
SPEAKING ENGAGEMENTS AND NETWORKING ACTIVITIES TO
COMMUNITY GROUPS, AGENCIES, PROFESSIONALS AND
INTERNAL DRS STAFF. MAINTAIN EFFECTIVE
RELATIONSHIPS WITH REFERRAL SOURCES AND SEEK NEW
SOURCES. OVERSEE THE DEVELOPMENT AND
DISSEMINATION OF INFORMATIONAL LITERATURE.
MAINTAIN MONTHLY PROGRESS REPORTS AND DATA.
OVERSIGHT AND GRANT MANAGEMENT UTILIZING THE
INTERNAL DATABASE; COMPILE DATA AND SUBMIT THE
FEDERAL 7-OB ANNUAL REPORT. REVIEW AND MONITOR
DATA TO DETERMINE IF THE UNIT'S GOALS ARE BEING
MET; QUALITY ASSURANCE OF RENDERED SERVICES.
MONITOR AND OVERSEE CASE MANAGEMENT TO ASSURE
QUALITY OF SERVICE DELIVERY. THIS POSITION WILL BE
HOUSED AT THE NITRO DRS LOCATION. MUST HAVE A

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VALID DRIVER'S LICENSE OR CERTIFICATION THAT
APPLICANT WILL PROVIDE A RELIABLE MEANS OF
TRANSPORTATION IS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR
COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS
DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE
REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL
OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR
PARTICIPANTS IN A REHABILITATION SERVICES AREA.
TWO YEARS OF THE QUALIFYING EXPERIENCE MUST HAVE
BEEN AT A LEVEL CONSISTENT WITH THE WORK PERFORMED
AT THE REHABILITATION SERVICES SPECIALIST LEVEL.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: OCTOBER 04, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17048 ON APPLICATION