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REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
WHEELING BRANCH OFFICER
OHIO

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE WHEELING BRANCE OFFICE
MANAGER, THIS INDIVIDUAL WILL PROVIDE A FULL RANGE
OF SERVICES PRIMARILY TO STUDENTS ATTENDING
SCHOOLS IN MARSHALL COUNTY. THIS POSITION WILL
PROVIDE SERVICES TO ADULTS RESIDING IN OHIO AND
MARSHALL COUNTIES. THIS POSITION WILL BE HOUSED IN
THE WHEELING DISTRICT OFFICE. 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
THE REHABILITATION NEEDS, PROVIDE VOCATIONAL
COUNSELING AND ASSIST CLIENT IN MAKING A SUITABLE
VOCATIONAL GOAL CHOICE, DEVELOP INDIVIDUAL PLANS
FOR EMPLOYMENT FOR CLIENTS, 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
TO SEVERAL LOCAL AGENCIES. TRAVEL WITHIN THE
COUNTIES IS REQUIRED IN ORDER TO CONTACT CLIENTS,
EMPLOYERS, AND COMMUNITY REHABILITATION PROGRAMS.
A VALID DRIVER'S LICENSE OR CERTIFICATION
THAT APPLICANT WILL PROVIDE A
RELIABLE MEANS OF TRANSPORTATION IS REQUIRED.
PERFORMS OTHER RELATED WORK DUTIES AS REQUIRED.
PLEASE SEE ALTERNATE POSTING ON RS17065

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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.
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 COUNSELOR TRAINEE WITH THE EMPLOYING AGENCY.

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

DEADLINE: MARCH 07, 2018

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17064 ON APPLICATION