

DATE: FEBRUARY 26, 2018
RS17065
PAGE: 1

REHABILITATION COUNSELOR TRAINEE
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 BRANCH OFFICE
MANAGER, THIS INDIVIDUAL WILL LEARN TO PROVIDE FULL
RANGE OF SERVICES PRIMARILY TO STUDENTS ATTENDING
IN MARSHALL COUNTY SCHOOLS. THIS POSITION WILL
ALSO PROVIDE SERVICES 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
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.
THIS IS THE ENTRY LEVEL POSITION WITHIN THE
REHABILITATION COUNSELOR SERIES.
PLEASE SEE ALTERNATE POSTING ON RS17064

DATE: FEBRUARY 26, 2018
RS17065
PAGE: 2

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN 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 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: 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 RS17065 ON APPLICATION