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REHABILITATION SERVICES ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
OAK HILL OFFICE
FAYETTE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE OAK HILL BRANCH OFFICE
MANAGER, THE INCUMBENT WILL FUNCTION AS A
PARAPROFESSIONAL IN PROVIDING ASSISTANCE TO
COUNSELING AND SUPERVISORY STAFF. DUTIES WILL
INCLUDE, BUT ARE NOT LIMITED TO: ASSISTING
COUNSELORS 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 CONTACT. PERFORM FISCAL AND/OR CLERICAL
DUTIES AS ASSIGNED TO ENSURE 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 THROUGHOUT
HARRISON COUNTY AND SURROUNDING COUNTIES 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 28, 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 RS17066 ON APPLICATION