

DATE: OCTOBER 16, 2017  
RS17067  
PAGE: 1

REHABILITATION SERVICES ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
CLARKSBURG BRANCH OFFICE  
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE MANAGER,  
THE INDIVIDUAL WILL FUNCTION AS A PARAPROFESSIONAL  
IN PROVIDING ASSISTANCE TO COUNSELING AND  
SUPERVISORY STAFF IN THE CLARKSBURG OFFICE. DUTIES  
WILL INCLUDE, BUT ARE NOT LIMITED TO: ASSISTING  
COUNSELORS FOR GENERAL AND SCHOOL TERRITORIES  
THROUGH A VARIETY OF CASEWORK AND DIRECT SERVICES  
TO CLIENTS 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 CONTACTS. 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 AGENCY. FREQUENT  
TRAVEL MAY BE REQUIRED 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  
REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND  
DELIVERY OF DIRECT CLIENT SERVICES IN A STATE  
VOCATIONAL REHABILITATION SERVICES AGENCY.

DATE: OCTOBER 16, 2017  
RS17067  
PAGE: 2

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 25, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17067 ON APPLICATION