

DATE: OCTOBER 27, 2017
RS17071
PAGE: 1

REHABILITATION SERVICES MANAGER 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
THE DISABILITY DETERMINATION SECTION IS RECRUITING TO FILL ONE REHABILITATION SERVICES MANAGER 1 POSITION AS THE AREA ADMINISTRATOR FOR THE CHARLESTON DDS OFFICE. THE AREA ADMINISTRATOR WILL PROVIDE LEADERSHIP AND DIRECTION TO PROFESSIONAL DISABILITY EXAMINERS, ADMINISTRATIVE PERSONNEL, PHYSICIANS, PSYCHOLOGISTS AND SUPPORT STAFF TO ENSURE THAT SOCIAL SECURITY ADMINISTRATION (SSA) DISABILITY CLAIMS ARE PROCESSED EXPEDITIOUSLY AND ACCURATELY CONSISTENT WITH THE OFFICE/STATE GOALS FOR QUALITY, PRODUCTION AND COST. THIS MAY INCLUDE SUPERVISION OF THE ADJUDICATION OF CASES FROM OTHER STATES. ASSURE COMPLIANCE WITH FEDERAL AND STATE POLICIES AND PROCEDURES. DEVELOP EFFECTIVE TRAINING AND STAFF DEVELOPMENT PROGRAMS TO ADDRESS ORGANIZATIONAL NEEDS. ESTABLISH AND MAINTAIN EFFECTIVE RELATIONSHIPS WITH OTHER STATE AND FEDERAL COMPONENTS, LOCAL ADVOCACY GROUPS AND THE MEDICAL COMMUNITY. PROVIDE INPUT IN DEVELOPING BUDGETS AND ESTABLISHING ORGANIZATIONAL GOALS AND POLICIES.
THIS POSITION IS TO BE FILLED BY PROMOTION FROM WITHIN THE DDS. NO OTHER OR OUTSIDE APPLICANTS WILL BE ACCEPTED.
"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR

DATE: OCTOBER 27, 2017
RS17071
PAGE: 2

INCOMPLETE INFORMATION, AND/OR DISCOVERY OF
DISQUALIFYING INFORMATION MAY RESULT IN DENIAL
OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF
WHEN DISCOVERED."

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM AN ACCREDITED
COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE LISTED BELOW MAY BE
SUBSTITUTED FOR THE GRADUATE TRAINING ON A
YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID PROFESSIONAL EXPERIENCE IN
VOCATIONAL REHABILITATION, INCLUDING TWO YEARS
PAID EXPERIENCE IN AN ADMINISTRATIVE OR
SUPERVISORY CAPACITY.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: NOVEMBER 05, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17071 ON APPLICATION