

DATE: NOVEMBER 08, 2017

RS17076

PAGE: 1

REHABILITATION OFFICE SUPERVISOR  
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\*\*\*\*\*  
REHABILITATION OFFICE SUPERVISOR OVER THE  
PROFESSIONAL RELATIONS OFFICERS (PRO) AND  
PROFESSIONAL REHABILITATION SERVICES ASSOCIATES  
(PRA). DIRECTS THE ACTIVITIES OF THE PRO'S & PRA'S  
THROUGHOUT THE STATE TO RECRUIT, TRAIN & MONITOR  
CONSULTATIVE EXAMINATION SERVICE PROVIDERS;  
MONITOR FEE SCHEDULE APPROPRIATENESS &  
COMPETITIVENESS TO MAKE CHANGES AS APPROPRIATE;  
REVIEW QUALITY & TIMELINESS OF MEDICAL AND  
NON-MEDICAL EVIDENCE AND TAKE CORRECTIVE ACTIONS  
AS NECESSARY; ACT AS LIASION BETWEEN DISABILITY  
DETERMINATION SERVICES (DDS) AND THE MEDICAL,  
EDUCATIONAL, LEGAL AND OTHER OUTSIDE AGENCIES OR  
GROUPS; REVISES, IMPLEMENTS AND UPDATES THE ANNUAL  
WV DDS CE/MER OVERSIGHT. REPORT FOR SUBMISSION TO  
SSA AND THE IMPROVEMENT PLAN AND COMPREHENSIVE  
RECRUITMENT PLAN; PLANS AND APPROVES PARTICIPATION  
IN VARIOUS STATE, REGIONAL AND NATIONAL  
PROFESSIONAL RELATIONS CONVENTIONS, MEETINGS AND  
CONFERENCES; ACTS AS EDITOR OF STATEWIDE  
PUBLICATIONS TO MEDICAL AND OTHER RELEVANT  
ENTITIES AT LEAST SEMI-ANNUALLY; REVIEWS AND  
APPROVES ADDITIONS/DELETIONS FROM STATE CE PANEL;  
REVIEWS AND APPROVES PROFESSIONAL QUALIFICATIONS;  
PROVIDES POLICY AND PUBLIC RELATIONS GUIDANCE TO  
EMPLOYEES AND OUTSIDE ENTITIES; INVESTIGATES AND  
RESOLVES COMPLAINTS FROM CLAIMANTS AND OUTSIDE  
ENTITIES. MUST HAVE THOROUGH KNOWLEDGE OF FEDERAL  
RULES AND POLICIES RELATIVE TO DDS AND SSA.  
RESOLVES PAYMENT ISSUES FOR MER AND CE VENDORS.  
ASSISTS WITH THE GATHERING OF DATA AND  
PREPARATION OF MONTHLY, QUARTERLY AND ANNUAL  
FISCAL REPORTING. TRAVEL IS REQUIRED. \*THIS  
POSITION MAY ONLY BE FILLED WITHIN THE DDS.\*

"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 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 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.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION.  
PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH SEVEN YEARS OF COMBINED FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A REHABILITATION COUNSELOR SENIOR, REHABILITATION COUNSELOR CERTIFIED, REHABILITATION COUNSELOR AND REHABILITATION COUNSELOR TRAINEE WITH THE EMPLOYING AGENCY.  
MINIMUM QUALIFICATIONS DISABILITY DETERMINATION SERVICES ONLY  
TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
EXPERIENCE: FOUR YEARS OF EXPERIENCE DETERMINING ELIGIBILITY FOR DISABILITY BENEFITS, INCLUDING TWO YEARS IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.  
PROMOTIONAL: TWO YEARS OF EXPERIENCE AS A DISABILITY EVALUATION SPECIALIST, SENIOR WITH THE EMPLOYING AGENCY MAY SUBSTITUTE FOR THE REQUIRED ADMINISTRATIVE OR SUPERVISORY EXPERIENCE.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DATE: NOVEMBER 08, 2017  
RS17076  
PAGE: 3

DEADLINE: NOVEMBER 18, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17076 ON APPLICATION