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REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
MORGANTOWN BRANCH OFFICE
MONONGALIA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE MORGANTOWN BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL PROVIDE A FULL RANGE OF VOCATIONAL REHABILITATION SERVICES TO INDIVIDUALS WITH DISABILITIES WITHIN A GENERAL FIELD TERRITORY IN THE MORGANTOWN BRANCH OFFICE SERVING MONONGALIA COUNTY. 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. ADMINISTERS ACHIEVEMENT AND APTITUDE TESTS, INTERPRETS PSYCHOLOGICAL AND VOCATIONAL DATA TO DETERMINE REHABILITATION NEEDS, PROVIDES VOCATIONAL COUNSELING AND ASSISTS CLIENT IN CHOOSING A SUITABLE GOAL CHOICE, DEVELOPS INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT, ASSESSES ECONOMIC NEED AND MAKES USE OF THIRD PARTY RESOURCES AND ASSISTS WITH COMPETITIVE JOB PLACEMENT AND FOLLOW-UP SERVICES. THE INDIVIDUAL SHOULD POSSESS GOOD COMMUNICATION AND CASE MANGEMENT SKILLS AND ALSO HAVE GOOD COMPUTER SKILLS FOR ELECTRONIC CASE MANAGEMENT. THE INDIVIDUAL WILL BE THE LIAISON REPRESENTATIVE TO LOCAL CRP AGENCIES. POSITION IS HOUSED AT THE MORGANTOWN BRANCH OFFICE. TRAVEL WITHIN MONONGALIA COUNTY IS REQUIRED IN ORDER TO CONTACT CLIENTS, VISIT COMMUNITY REHABILITATION PROGRAMS AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED. PERFORMS OTHE RELATED WORK AS ASSIGNED.
PLEASE SEE ALTERNATE POSTING ON RS1803

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN REHABILITATION

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COUNSELING, 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 TWO YEARS OF
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE
IN THE POSITION OF REHABILITATION COUNSELOR
TRAINEE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: FEBRUARY 08, 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 RS1802 ON APPLICATION