

DATE: JANUARY 30, 2018

RS1803

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REHABILITATION COUNSELOR TRAINEE  
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 LEARN TO 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 MANAGEMENT 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 OTHER RELATED WORK AS ASSIGNED. THIS IS THE ENTRY LEVEL POSITION WITHIN THE REHABILITATION COUNSELOR SERIES.

\*\*PLEASE SEE ALTERNATE POSTING ON RS1802\*\*

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REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN 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 THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE POSITION OF REHABILITATION SERVICES ASSOICATE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

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 RS1803 ON APPLICATION