

DATE: APRIL 05, 2018
RS1809
PAGE: 1

REHABILITATION COUNSELOR, SENIOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
LEWISBURG BRANCH OFFICE
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
UNDER LIMITED SUPERVISION OF THE BRANCH OFFICE
MANAGER, PERFORMS ADVANCED PROFESSIONAL
REHABILITATION COUNSELING FUNCTIONS IN PROVIDING
SPECIALIZED REHABILITATION SERVICES, INCLUDING
ADVANCED LEVEL COUNSELING TO GENERAL FIELD
POPULATION IN THE FOLLOWING COUNTIES: GREENBRIER,
MONROE AND POCAHONTAS, AS WELL AS ADHERES TO THE
HIGHEST PROFESSIONAL REHABILITATION COUNSELING
TECHNIQUES AND STANDARDS IN ORDER TO MEET THE
CLIENTS REHABILITATION PLAN, ADMINISTERS
ADVANCED LEVEL TESTING, VOCATIONAL ASSESSMENTS,
AND PERFORMS JOB ANALYSIS. UTILIZES ADVANCED
REHABILITATION TECHNOLOGY IN THE REHABILITATION
PROCESS. THIS POSITION WILL BE HOUSED IN
LEWISBURG. THE APPLICANT SELECTED WILL SERVE AS A
CONSULTANT/RESOURCE LEADER FOR OTHER PROFESSIONALS
WITHIN THE OFFICE. THE COUNSELOR WILL ALSO WORK
WITH THE MOST SEVERELY DISABLED CLIENTS AND HAVE
EXTENSIVE PUBLIC CONTACT WITH CLIENTS, SERVICE
PROVIDERS, AND COMMUNITY AND ADVOCACY GROUPS.
OTHER DUTIES WILL INCLUDE, BUT ARE NOT LIMITED
TO: ACCEPTING REFERRALS, INTERVIEWING CLIENTS, AND
EVALUATING ELIGIBILITY FOR SERVICES; PROVIDING AND
ARRANGING FOR NECESSARY DIAGNOSTIC EVALUATIONS,
INTERPRETING MEDICAL, PSYCHOLOGICAL, AND
VOCATIONAL DATA TO DETERMINE THE REHABILITATION
NEEDS OF THE INDIVIDUAL, DEVELOPING AND
IMPLEMENTING IPE'S WITH THE CLIENT, ARRANGING FOR
AND COORDINATING TRAINING ACTIVITIES, UTILIZING
AND COORDINATING THIRD-PARTY FUNDING, PROVIDING
COUNSELING AND GUIDANCE, ASSISTING CLIENTS IN
DEVELOPMENT OF PERSONAL AND VOCATIONAL QUALITIES
CONDUCTIVE TO OBTAINING THE DESIRED EMPLOYMENT
GOALS, SURVEYING LOCAL EMPLOYMENT OPPORTUNITIES,

DATE: APRIL 05, 2018
RS1809
PAGE: 2

PROVIDING INFORMATION TO THE CLIENT OF JOB OPPORTUNITIES IN THE LABOR MARKET, AND PROVIDING JOB PLACEMENT ASSISTANCE AND FOLLOW-UP SERVICES. MUST HAVE GOOD VERBAL AND WRITTEN COMMUNICATION SKILLS AND POSSESS THE ABILITY TO MEET WITH EMPLOYERS AND ALLIED AGENCIES TO PROMOTE THE PHILOSOPHY OF REHABILITATION. WILL PARTICIPATE IN TERRITORIAL REVIEWS, AND APPROVE OWN WORK INCLUDING PLANS FOR EMPLOYMENT, AND MAY SERVE AS LEAD WORKER OR BE IN CHARGE OF THE OFFICE IN THE ABSENCE OF THE BRANCH MANAGER. PERFORMS OTHER WORK RELATED DUTIES AS ASSIGNED/REQUIRED.

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: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION COUNSELING
PROMOTIONAL ONLY: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH FIVE YEARS OF COMBINED FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A REHABILITATION COUNSELOR AND REHABILITATION COUNSELOR TRAINEE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: APRIL 14, 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 RS1809 ON APPLICATION