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REHABILITATION COUNSELOR TRAINEE  
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 THE DIRECT SUPERVISION OF THE LEWISBURG  
BRANCH OFFICE MANAGER, THIS INDIVIDUAL WILL LEARN  
TO FUNCTION AS A PROFESSIONAL IN PROVIDING  
SERVICES TO INDIVIDUALS WITH DISABILITIES IN THE  
GENERAL FIELD AND SCHOOL POPULATIONS FOR THE  
THREE COUNTIES THAT THE LEWISBURG OFFICE SERVES.  
THE COUNTIES ARE: GREENBRIER, MONROE AND  
POCAHONTAS. THIS POSITION WILL BE HOUSED IN  
LEWISBURG, DUTIES WILL INCLUDE, BUT ARE NOT  
LIMITED TO: PROVIDING REHABILITATION COUNSELING  
AND GUIDANCE TO THE MOST SIGNIFICANTLY DISABLED.  
THEY WILL INCORPORATE REHABILITATION TECHNIQUES  
AND STANDARDS TO PLAN AND ARRANGE VOCATIONAL  
REHABILITATION SERVICES TO THOSE WITH PHYSICAL  
AND/OR MENTAL DISABILITIES TO ASSIST THEM IN  
OBTAINING OR MAINTAINING COMPETITIVE EMPLOYMENT.  
THESE TECHNIQUES MAY INCLUDE VOCATIONAL ASSESSMENT  
GUIDANCE AND COUNSELING REGARDING VOCATIONAL GOAL,  
REFERRING CLIENTS FOR EVALUATIONS AND DIAGNOSTICS  
AND DEVELOPING COMPREHENSIVE PLANS FOR EMPLOYMENT.  
THEY WILL EVALUATE MEDICAL DOCUMENTATION TO  
DETERMINE ELIGIBILITY FOR SERVICE AS WELL AS  
IMPACT OF THE DISABILITY. THEY WILL HAVE  
EXTENSIVE CONTACT WITH THE PUBLIC THROUGH  
COMMUNITY GROUPS AND SERVICE PROVIDERS IN  
REPRESENTING THE DIVISION OF REHABILITATION  
SERVICES AND THE AGENCY'S MISSION. THEY WILL ALSO  
SERVE AS A RESOURCE FOR BUSINESSES AND EMPLOYERS  
OR REPRESENTATIVES OF PUBLIC AND PRIVATE AGENCIES.  
THIS IS THE ENTRY LEVEL POSITION WITHIN THE  
REHABILITATION COUNSELOR SERIES.  
\*\*PLEASE SEE ALTERNATE POSTING ON RS1810\*\*

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY

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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: APRIL 11, 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 RS1811 ON APPLICATION