

DATE: MAY 04, 2018
RS1817

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REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
ROMNEY BRANCH OFFICE
HAMPSHIRE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****INTERNAL POSTING ONLY*****
UNDER THE DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL LEARN TO PROVIDE A FULL RANGE OF SERVICES TO INDIVIDUALS AND TRANSITION STUDENTS WITH DISABILITIES IN HAMPSHIRE COUNTY. THIS POSITION WILL BE HOUSED IN THE ROMNEY BRANCH OFFICE. 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. MAY ALSO ADMINISTER ACHIEVEMENT AND APTITUDE TESTS, INTERPRET PSYCHOLOGICAL AND VOCATIONAL DATA TO DETERMINE REHABILITATION NEEDS, PROVIDE VOCATIONAL COUNSELING, AND ASSIST THE CLIENT IN MAKING A SUITABLE GOAL CHOICE. DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT/PARENTS, PROVIDE/ARRANGE AND MONITOR SERVICES AND PROGRESS. WILL ASSESS ECONOMIC NEED, MAKE USE OF THIRD PARTY RESOURCES AND ASSIST 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 WITH SEVERAL LOCAL AGENCIES. TRAVEL WITHIN THE COUNTIES IS REQUIRED IN ORDER TO CONTACT CLIENTS, COMMUNITY REHABILITATION PROGRAMS AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT THE APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED.
PLEASE SEE ALTERNATE POSTING ON RS1816

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN COUNSELING

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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: MAY 13, 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 RS1817 ON APPLICATION