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REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
WHEELING BRANCH OFFICER
OHIO

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL LEARN A FULL RANGE OF SERVICES TO INDIVIDUALS WHO HAVE VISUAL IMPAIRMENTS OR BLINDNESS WITHIN ALL COUNTIES OF THE WHEELING DISTRICT. MAY ALSO WORK TRANSITION, GENERAL FIELD, AND DEAF/HEARING IMPAIRED CASELOADS, AS NEEDED. THIS POSITION WILL BE HOUSED WITHIN THE WHEELING DISTRICT. 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 TEST, 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 LIASION REPRESENTATIVE WITH SEVERAL LOCAL AGENCIES. TRAVEL WITHIN THE COUNTIES IS REQUIRED IN ORDER TO CONTACT CLIENTS, COMMUNITY REHABILITATION PROGRAMS AND EMPLOYERS. A VALID DRIVER'S LICENSE OR CERTIFICATION THAT THE APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED. THIS INDIVIDUAL WILL BE REQUIRED TO OBTAIN ADVANCED AND/OR SUPPLEMENTAL TRAINING IN THE AREA

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OF BLINDNESS AND VISUAL IMPAIRMENT FROM MISSISSIPPI STATE UNIVERSITY OR A SIMILAR PROGRAM TO GAIN THE SPECIALIZED SKILL AND KNOWLEDGE THAT IS INDICATIVE FOR THIS POSITION. THIS INDIVIDUAL WILL BE REQUIRED TO MAINTAIN THEIR KNOWLEDGE OF BLINDNESS AND VISUAL IMPAIRMENT BY PARTICIPATING IN SUBSEQUENT TRAININGS BY ANNUALLY ATTENDING WEBINARS, BY BOTH AGENCY AND NON-AGENCY TRAININGS, FREE AND PAID ONLINE COURSES, WORKING WITH VISION ITINERANT TEACHERS, OPTOMETRISTS, OPTHAMOLOGISTS AND ATTENDING BLIND/IV STAFF MEETINGS AND TRAININGS. REFER TO ALTERNATE POSTING RS1919-REHABILITATION COUNSELOR.

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: DECEMBER 19, 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 RS1920 ON APPLICATION