DATE: MAY 22, 2020
RS2039
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REHABILITATION SERVICES ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
BECKLEY BRANCH OFFICE
RALEIGH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BECKLEY BRANCH MANAGER,
THE INDIVIDUAL WILL FUNCTION AS A PARAPROFESSIONAL
IN PROVIDING ASSISTANCE TO COUNSELING AND
SUPERVISORY STAFF IN THE BECKLEY AND SUMMERSVILLE
BRANCH OFFICES, DUTIES WILL INCLUDE: ASSISTING
COUNSELORS FOR GENERAL AND SCHOOL TERRITORIES
THROUGH A VARIETY OF CASEWORK AND DIRECT SERVICES
TO CLIENT THAT MAY INVOLVE DEVELOPING NEW
REFERRALS, ORIENTATION OF PROSPECTIVE CLIENTS AND
CONVEYING CLIENTS' RIGHTS AND RESPONSIBILITIES,
FACILITATION OF INTAKES, ARRANGE MEDICAL AND
VOCATIONAL EVALUATIONS AT THE DIRECTION OF THE
COUNSELOR OF RECORD; SERVICE COORDINATION
INCLUDING EMPLOYMENT SERVICES, JOB PLACEMENT
ASSISTANCE AND FOLLOW-UP; AND ASSISTING WITH
CLIENT CONTACTS. PERFORM FISCAL AND/OR CLERICAL
DUTIES AS ASSIGNED TO INSURE THE EFFICIENT
OPERATION OF THE OFFICE. THE INDIVIDUAL WILL BE
RESPONSIBLE FOR CONVEYING INFORMATION REGARDING
REHABILITATION SERVICES AND THE PROCESS TO THE
PUBLIC AND/OR APPLICANTS TO PROMOTE THE AGENCY.
FREQUENT TRAVEL MAY BE REQUIRED TO MEET WITH
CLIENTS AND FOR PUBLIC PRESENTATIONS. COMPUTER
SKILLS ARE NECESSARY FOR INPUT INTO ELECTRONIC
CASE MANAGEMENT TO ASSIST WITH DOCUMENTATION.
THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION
THAT APPLICANT WILL PROVIDE A RELIABLE MEANS OF
TRANSPORTATION IS REQUIRED. "A BACHELOR'S DEGREE
IS PREFERRED."
0923P00305

REQUIREMENTS: FOR POSITIONS IN REHABILITATION SERVICES:
TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND DELIVERY OF DIRECT CLIENT SERVICES IN A STATE VOCATIONAL REHABILITATION SERVICES AGENCY. OR FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH THE WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE AND FEDERAL LAWS AND/OR GUIDELINES. SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE. SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED. FOR POSITIONS IN DISABILITY DETERMINATION SERVICES: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT. EXPERIENCE: FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND DELIVERY OF DIRECT CLAIMANT SERVICES IN A STATE DISABILITY DETERMINATION SERVICE OR FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE OR FEDERAL LAWS AND/OR GUIDELINES. SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 $23,939.04 - $44,286.96

DEADLINE: MAY 31, 2020

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO: MR. TERRY W. BLAIR DIVISION OF REHABILITATION SERVICES
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ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS2039 ON APPLICATION