

DATE: MAY 22, 2020

RS2041

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REHABILITATION OFFICE SUPERVISOR  
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 DISTRICT MANAGER, THIS INDIVIDUAL WILL BE RESPONSIBLE FOR THE DIRECT SUPERVISION AND MANAGEMENT OF THE COUNSELING AND CLERICAL STAFF OF THE BECKLEY BRANCH OFFICE. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: ASSISTING IN THE PLANNING AND IMPLEMENTAION OF QUALITY AS-SURANCE ACTIVITIES, TRAINING AND DEVELOPING NEW COUNSELING STAFF AND APPROPRIATE INDIVIDUAL PLANS FOR EMPLOYMENT. WILL SUPERVISE AND COORDINATE WORK ACTIVITIES FOR PROFESSIONAL/TECHNICAL AND CLERICAL EMPLOYEES WITHIN THE BECKLEY BRANCH OFFICE. WILL IDENTIFY THE PROGRAM AND TRAINING NEEDS OF INDIVIDUALS IN THE OFFICE AND WILL DEVELOP AND OVERSEE THE BUDGET REQUIRED TO PROVIDE SERVICES TO THE CLIENTS SERVED BY THE TERRITORIES SUPERVISED. SUCCESSFUL APPLICANT MUST POSSESS KNOWLEDGE AND EXPERIENCE IN CASELOAD MANAGEMENT AND AGENCY POLICIES AND PROCEDURES. WILL MONITOR SICK AND ANNUAL LEAVE OF SUBORDINATES AND CONDUCT EMPLOYEE PROFORMANCE EVALUATIONS. THIS INDIVIDUAL MUST ALSO POSSESS EXCELLENT COMMUNICATION SKILLS AND HAVE THE ABILITY TO ACT PROACTIVELY IN DEALING WITH STAFF, CUSTOMERS, ALLIED AGENCIES AND EMPLOYERS. SUCCESSFUL APPLICANT MUST HAVE THE ABILITY TO EXERCISE INDEPENDENT PROFESSIONAL JUDGEMENT AND THE ABILITY TO ORGANIZE WORK SCHEDULES AND WORK WELL WITH OTHERS. WILL PERFORM OTHER RELATED DUTIES AS REQUIRED.  
0932P00310

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.

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EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN VOCATIONAL REHABILITATION.

PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH SEVEN YEARS OF COMBINED FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A REHABILITATION COUNSELOR SENIOR, REHABILITATION COUNSELOR CERTIFIED, REHABILITATION COUNSELOR AND REHABILITATION COUNSELOR TRAINEE WITH THE EMPLOYING AGENCY.

MINIMUM QUALIFICATIONS DISABILITY DETERMINATION SERVICES ONLY

TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.

EXPERIENCE: FOUR YEARS OF EXPERIENCE DETERMINING ELIGIBILITY FOR DISABILITY BENEFITS, INCLUDING TWO YEARS IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

PROMOTIONAL: TWO YEARS OF EXPERIENCE AS A DISABILITY EVALUATION SPECIALIST, SENIOR WITH THE EMPLOYING AGENCY MAY SUBSTITUTE FOR THE REQUIRED ADMINISTRATIVE OR SUPERVISORY EXPERIENCE.

SALARY: PAY GRADE 017 \$36,779.04 - \$68,040.96

DEADLINE: MAY 31, 2020

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 RS2041 ON APPLICATION