DATE: JUNE 18, 2020
RS2048
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REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
WEIRTON BRANCH OFFICE
HANCOCK

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *************************INTERNAL POSTING*************************
A TRANSITION COUNSELOR IS NEEDED TO OFFER PRE-
EMPLOYMENT SERVICES WITHIN THE HANCOCK COUNTY
SCHOOLS. ACCORDING TO IDEA AND WIOA, TRANSITION
SERVICES ARE REQUIRED WITHIN SCHOOLS TO ASSIST
STUDENTS WITH DISABILITIES IN TRANSITIONING FROM
SECONDARY TO POSTSECONDARY EDUCATION/TRAINING, TO
COMPETITIVE, INTEGRATED EMPLOYMENT. THE CANDIDATE
WILL WORK OUT OF THE WEIRTON OFFICE, WITH
SUPERVISION BY THE WEIRTON BRANCH OFFICE MANAGER.
TASKS FOR THIS POSITION INCLUDE SEEKING REFERRALS
THROUGH HANCOCK COUNTY SCHOOLS, MEDICAL SERVICES,
AND/OR COMMUNITY AGENCIES. THE CANDIDATE WILL
DETERMINE IF THE STUDENT IS ELIGIBLE FOR
APPLICATION AND/OR TO APPLY AS A POTENTIALLY
ELIGIBLE CLIENT. THE CANDIDATE WILL OFFER
ASSESSMENT ON THE DISABILITY AND NEED FOR
SERVICES; DETERMINE ELIGIBILITY, ASSIST IN
DEVELOPING AN IPE AND PROVIDE TRANSITION SERVICES.
THESE SERVICES ARE PROVIDED TO BOTH PE AND
ELIGIBLE CLIENTS TO ASSIST THE STUDENT IN
DETERMINING VOCATIONAL AND EMPLOYMENT GOALS. THESE
TASKS INCLUDE JOB EXPLORATION, WORK-BASED LEARNING
EXPERIENCES, POSTSECONDARY COUNSELING AND
EXPLORATION, WORKPLACE READINESS TRAINING AND
INSTRUCTION IN SELF ADVOCACY. IN ADDITION, THE
CANDIDATE WILL PROVIDE SERVICES THAT INCLUDE:
VOCATIONAL COUNSELING AND GUIDANCE, CAREER
COUNSELING AND GUIDANCE, WORK RELATED TRAINING AND
EDUCATION WORKSITE ASSESSMENT AND ACCOMMODATIONS,
JOB MATCHING, REFERRAL FOR JOB COACHING, SUPPORTED
EMPLOYMENT, ASSISTIVE TECHNOLOGY, DRIVER
EVALUATIONS, INTERNSHIPS, APPRENTICESHIPS, AND ON
THE JOB TRAINING. THE CANDIDATE WILL SERVE AS A
LIAISON WITH HANCOCK COUNTY SCHOOLS, DEVELOP AND
MAINTAIN EFFECTIVE RELATIONSHIPS WITH COMMUNITY AGENCIES, EMPLOYERS, PROFESSIONAL AND LAY PERSONS. THE CANDIDATE MUST BE ABLE TO UTILIZE IEMC, OUTLOOK, AND AGENCY SOFTWARE. TRAVEL IS NECESSARY BETWEEN SCHOOLS AND OFFICE THUS, THE CANDIDATE MUST HAVE A VALID DRIVER'S LICENSE.
*THIS IS AN ALTERNATE TO RS2049.
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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.

PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE POSITION OF REHABILITATION COUNSELOR TRAINEE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 014 $31,146.00 - $57,620.04

DEADLINE: JUNE 27, 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 RS2048 ON APPLICATION