

DATE: JUNE 18, 2020

RS2049

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REHABILITATION COUNSELOR TRAINEE
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*****
UNDER DIRECT SUPERVISION, IN A TRAINING CAPACITY, 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

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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 RS2048.
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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 \$25,146.96 - \$46,521.00

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 RS2049 ON APPLICATION