DATE: JULY 01, 2020
RS2051
PAGE: 1

REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
CHARLESTON BRANCH OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE BRANCH OFFICE
SUPERVISOR, THIS INDIVIDUAL WILL LEARN TO PROVIDE
A FULL RANGE OF SERVICES TO INDIVIDUALS WITH DIS-
ABILITIES IN THE SCHOOL TRANSITION PROGRAM WITHIN
THE CHARLESTON BRANCH OFFICE. DUTIES WILL INCLUDE,
BUT ARE NOT LIMITED TO: PROVIDING REHABILITATION
COUNSELING AND GUIDANCE TO THE MOST SIGNIFICANTLY
DISABLED INDIVIDUALS IN A SCHOOL TRANSITION TERRI-
TORY. THEY WILL INCORPORATE REHABILITATION TECH-
NIQUES AND STANDARDS TO PLAN AND ARRANGE
VOCATIONAL ASSESSMENT, GUIDANCE AND COUNSELING
REGARDING VOCATIONAL GOAL, REFERRING CLIENTS FOR
EVALUATIONS AND DIAGNOSTICS AND DEVELOPING COM-
PREHENSIVE PLANS FOR EMPLOYMENT. THEY WILL EVAL-
UATE MEDICAL DOCUMENTATION TO DETERMINE ELIGIBIL-
ITY FOR SERVICES AS WELL AS IMPACT OF THE DIS-
ABILITY. THEY WILL HAVE EXTENSIVE CONTACT WITH THE
PUBLIC THROUGH COMMUNITY GROUPS AND SERVICE PRO-
VIDERS IN REPRESENTING THE DIVISION OF REHABILITA-
TION SERVICES AND THE AGENCY'S MISSION. THEY WILL
ALSO SERVE AS A RESOURCE FOR BUSINESSES AND
EMPLOYERS OR REPRESENTATIVES OF PUBLIC AND PRIVATE
AGENCIES. TRAVEL WITHIN THE COUNTIES SERVED IS
REQUIRED IN ORDER TO CONTACT CLIENTS, COMMUNITY
REHABILITATION PROGRAMS AND EMPLOYERS, THUS, A
VALID DRIVER'S LICENSE OR CERTIFICATION THAT THE
APPLICANT WILL PROVIDE A RELIABLE MEANS OF TRANS-
PORTATION IS REQUIRED.
*THIS IS AN ALTERNATE POSTING TO POSTING RS2050*

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 ASSOCIATE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 010 $25,146.96 - $46,521.00

DEADLINE: JULY 10, 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 RS2051 ON APPLICATION