DATE: JULY 22, 2020
RS2055
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REHABILITATION COUNSELOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
CLARKSBURG DISTRICT OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE MANAGER, INDIVIDUAL WILL PROVIDE A FULL RANGE OF SERVICES TO INDIVIDUALS WHO ARE VISUALLY IMPAIRED OR BLIND IN 12 COUNTIES. THIS POSITION WILL BE HOUSED IN THE CLARKSBURG DISTRICT OFFICE. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: SEEK AND ACCEPT REFERRALS, CONDUCT INITIAL VOCATIONAL DIAGNOSTIC INTERVIEWS, AND OBTAIN DIAGNOSTIC INFORMATION FOR DETERMINATION OF ELIGIBILITY/SIGNIFICANT DISABILITY/ORDER OF SELECTION. MAY ALSO ADMINISTER ACHIEVEMENT AND APTITUDE TESTS, INTERPRET PSYCHOLOGICAL AND VOCATIONAL DATA TO DETERMINE REHABILITATION NEEDS, PROVIDE VOCATIONAL COUNSELING AND ASSIST CLIENT IN MAKING A SUITABLE GOAL CHOICE, DEVELOP INDIVIDUALIZED EMPLOYMENT PLANS WITH CLIENT/PARENTS, AND PROVIDE/ARRANGE AND MONITOR SERVICES IN PROGRESS. WILL ASSESS ECONOMIC NEED AND MAKE USE OF THIRD PARTY RESOURCES AND ASSIST WITH COMPETITIVE JOB PLACEMENT AND FOLLOW UP SERVICES. THE INDIVIDUAL SHOULD POSSESS GOOD COMMUNICATION AND CASE MANAGEMENT SKILLS FOR ELECTRONIC CASE MANAGEMENT. THE INDIVIDUAL WILL BE THE LIAISON REPRESENTATIVE WITH SEVERAL LOCAL AGENCIES. TRAVEL WITHIN THE DISTRICT IS REQUIRED IN ORDER TO CONTACT CLIENTS, COMMUNITY REHABILITATION PROGRAMS, AND EMPLOYERS. THUS, A VALID DRIVER'S LICENSE OR CERTIFICATION THAT THE INDIVIDUAL WILL PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS REQUIRED. PERFORMS OTHER RELATED WORK AS REQUIRED. *THIS INDIVIDUAL WILL ALSO BE REQUIRED TO OBTAIN ADVANCED AND/OR SUPPLEMENTAL TRAINING IN THE AREA OF BLINDNESS AND VISUAL IMPAIRMENT FROM MISSISSIPPI STATE UNIVERSITY ON-LINE OR A SIMILAR PROGRAM TO GAIN SPECIALIZED SKILLS AND KNOWLEDGE THAT IS INDICATIVE FOR THIS
POSITION. IN ADDITION, THIS INDIVIDUAL WILL BE
REQUIRED TO MAINTAIN THEIR KNOWLEDGE OF BLINDNESS
AND VISUAL IMPAIRMENT BY PARTICIPATING IN
SUBSEQUENT TRAININGS BY ANNUALLY ATTENDING
WEBINARS, BY BOTH AGENCY AND NON-AGENCY TRAININGS,
FREE AND PAID ON-LINE COURSES, WORKING WITH VISION
TEACHERS, OPTOMETRISTS, OPHTHALMOLOGISTS, AND
ATTENDING BLIND/VI STAFF MEETINGS AND TRAININGS.
0932P00212
**THIS IS AN ALTERNATE TO RS2056.**

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: JULY 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 RS2055 ON APPLICATION