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RS2056
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REHABILITATION COUNSELOR TRAINEE
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, PERSON WILL LEARN TO PROVIDE A FULL RANGE 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 INTYERVIEWS, 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

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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 RS2055.

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: 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 RS2056 ON APPLICATION