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REHABILITATION SERVICES ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE INDIVIDUAL SELECTED FOR THIS POSITION WILL SUPPORT AND ASSIST THE PROFESSIONAL RELATIONS OFFICERS (PROS) IN MAINTAINING EFFECTIVE OVERSIGHT OF STATE CONSULTATION EXAMINATION AND MEDICAL EVIDENCE OF RECORD ACTIVITIES. THIS INDIVIDUAL SHOULD KNOW PROGRAM AND POLICY REQUIREMENTS AND ACT TO INSURE COMPLIANCE WITH ALL RELEVANT FEDERAL AND STATE RULES, REGULATIONS AND POLICIES. THE INDIVIDUAL WILL SUPPORT PRO IN ESTABLISHING AND MAINTAINING COOPERATIVE RELATIONSHIPS WITH INTERNAL AND EXTERNAL GROUPS, ORGANIZATIONS, INDIVIDUALS OR AGENCIES IN ACCOMPLISHING DDS' MISSIONS. THIS INDIVIDUAL WILL SUPPORT AND ASSIST PRO TO INSURE THAT DDS HAS ADEQUATE CE PANEL RESOURCES. THIS INDIVIDUAL WILL PROMOTE AND IMPROVE THE DELIVERY OF QUALITY AND TIMELY SERVICES TO BOTH INTERNAL AND EXTERNAL CUSTOMERS. THIS INDIVIDUAL WILL ALSO BE REQUIRED FROM TIME TO TIME TO CONDUCT ONSITE VISITS TO MEDICAL PROVIDERS.
THIS POSITION MAY BE FILLED ONLY BY PROMOTION FROM WITHIN THE DDS.
"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

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932P00506

REQUIREMENTS: FOR POSITIONS IN REHABILITATION SERVICES:
TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND DELIVERY OF DIRECT CLIENT SERVICES IN A STATE VOCATIONAL REHABILITATION SERVICES AGENCY.
OR FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH THE WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE AND FEDERAL LAWS AND/OR GUIDELINES.
SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.
FOR POSITIONS IN DISABILITY DETERMINATION SERVICES:
TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK WHICH REQUIRED FAMILIARITY WITH CASEWORK PROCEDURES AND DELIVERY OF DIRECT CLAIMANT SERVICES IN A STATE DISABILITY DETERMINATION SERVICE OR FOUR YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID EXPERIENCE IN PARAPROFESSIONAL OR RESPONSIBLE CLERICAL OFFICE SUPPORT WORK AT A LEVEL CONSISTENT WITH WORK PERFORMED BY OFFICE ASSISTANT III WHICH REQUIRED APPLICATION OF STATE OR FEDERAL LAWS AND/OR GUIDELINES.
SUBSTITUTION: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 \$23,939.04 - \$44,286.96

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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 RS2058 ON APPLICATION