

DATE: JULY 29, 2020

RS2061

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REHABILITATION PROGRAM SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
QUALITY ASSURANCE UNIT
STATEWIDE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE SUPERVISION OF THE SENIOR MANAGER,
QUALITY ASSURANCE/POLICY DEVELOPMENT UNIT, THE
QUALITY ASSURANCE SPECIALIST WILL PROVIDE A
COMPREHENSIVE PROGRAM OF QUALITY ASSURANCE AND
TRAINING STATEWIDE.

*PARTICIPATES ON A STATEWIDE POLICY REVIEW AND
DEVELOPMENT TEAM.

*PROVIDES TECHNICAL ASSISTANCE ON CASEWORK
MATTERS TO DISTRICT MANAGERS, BRANCH OFFICE
MANAGERS, COUNSELORS AND SUPPORT STAFF.

*RECOMMENDS AND EFFECTS OPERATIONAL CHANGES TO
FACILITATE EFFICIENT AND EFFECTIVE
ACCOMPLISHMENTS OF SERVICE DELIVERY.

*REVIEWS OFFICE/EMPLOYEE CASELOADS RELATIVE TO
CASEWORK SERVICE EFFICENCY AND RECOMMENDS
IMPROVEMENTS WHERE APPROPRIATE.

*PROVIDES COMPREHENSIVE ON-TH-JOB TRAINING AND
TECHNICAL ASSISTANCE TO STAFF.

*CONDUCTS COMPREHENSIVE TERRITORY REVIEWS, IPE
REVIEWS, INDIVIDUAL CASEWORK REVIEWS AND
PERIODIC STATEWIDE QUALITY ASSURANCE REVIEWS.

*BASED ON RESULTS OF THE REVIEWS, WILL PROVIDE
WRITTEN RECOMMENDATIONS FOR SYSTEMS CHANGE IN
POLICY AND PROCEDURES.

*WORKS WITH PROGRAM EVALUATION STAFF TO PROVIDE
TECHNICAL ASSISTANCE AND GUIDANCE TO STAFF TO
IMPROVE RSA AND WIOA DATA.

*ASSIST THE DISTRICT MANAGER AND BRANCH OFFICE
MANAGER WITH TECHNICAL ASSISTANCE AND GUIDANCE
TO ADDRESS DAY TO DAY PERFORMANCE DEFICIENCIES
AS IDENTIFIED THROUGH DISTRICT/BRANCH OFFICE
MANAGER REVIEWS.

*PROVIDES TECHNICAL ASSISTANCE THROUGHOUT THE
STATE TO CORRECT CASEWORK DEFICIENCIES.

*KNOWLEDGE OF WORD, EXCEL, OUTLOOK, ZOOM AND

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SKYPE FOR BUSINESS.

*WILL TRAVEL THROUGHOUT THE DISTRICT, TO AND FROM THE STATE OFFICE, OR TO OTHER OFFICE LOCATIONS WHEN REQUESTED. A VALID DRIVER'S LICENSE IS REQUIRED.

THIS POSITION WILL BE FILLED INTERNALLY ONLY FROM WITHIN THE WEST VIRGINIA DIVISION OF REHABILITATION SERVICES. APPLICATIONS FROM OUTSIDE THIS AGENCY WILL NOT BE ACCEPTED.
PN 0932P00286

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN A REHABILITATION SERVICES AREA. TWO YEARS OF THE QUALIFYING EXPERIENCE MUST HAVE BEEN AT A LEVEL CONSISTENT WITH THE WORK PERFORMED AT THE REHABILITATION SERVICES SPECIALIST LEVEL.

SALARY: PAY GRADE 017 \$36,779.04 - \$68,040.96

DEADLINE: AUGUST 07, 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 RS2061 ON APPLICATION