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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 DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THIS PERSON WILL LEARN TO FUNCTION AS PROFESSIONAL IN PROVIDING SERVICES TO INDIVIDUALS WITH DISABILITIES IN THE SCHOOL TRANSITION PROGRAM WITHIN THE CHARLESTON BRANCH OFFICE AND COUNTIES SERVED. THIS POSITION WILL BE HOUSED IN 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 TERRITORY. THEY WILL INCORPORATE REHABILITATION TECHNIQUES AND STANDARDS TO PLAN AND ARRANGE PHYSICAL AND/OR MENTAL DISABILITIES TO ASSIST THEM IN OBTAINING OR MAINTAINING COMPETITIVE EMPLOYMENT THESE TECHNIQUES MAY INCLUDE VOCATIONAL ASSESSMENT GUIDANCE AND COUNSELING REGARDING VOCATIONAL GOAL, REFERRING CLIENTS FOR EVALUATIONS AND DIAGNOSTICS AND DEVELOPING COMPREHENSIVE PLANS FOR EMPLOYMENT. THEY WILL EVALUATE MEDICAL DOCUMENTATION TO DETERMINE ELIGIBILITY FOR SERVICES AS WELL AS IMPACT OF THE DISABILITY. THEY WILL HAVE EXTENSIVE CONTACT WITH THE PUBLIC THROUGH COMMUNITY GROUPS AND SERVICE PROVIDERS IN REPRESENTING THE DIVISION OF REHABILITATION 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 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 TRANSPORTATION.

\*\*ALTERNATE POSTING TO RS2062.\*\*

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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: SEPTEMBER 12, 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 RS2063 ON APPLICATION