

DATE: SEPTEMBER 02, 2020
RS2065
PAGE: 1

REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
BECKLEY DISTRICT OFFICE
RALEIGH NICHOLAS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE BECKLEY BRANCH
MANAGER THIS PERSON WILL LEARN TO FUNCTION AS A
PROFESSIONAL IN PROVIDING SERVICES TO INDIVIDUALS
WITH DISABILITIES IN THE GENERAL FIELD AND HIGH
SCHOOLS WITH THE COUNTIES SERVED. THIS POSITION
WILL BE HOUSED EITHER IN THE BECKLY OR
SUMMERSVILLE BRANCH OFFICE. DUTIES WILL INCLUDE,
BUT ARE NOT LIMITED TO: PROVIDING REHABILITATION
COUNSELING AND GUIDANCE TO THE MOST SIGNIFICANTLY
DISABLED IN A GENERAL FIELD TERRITORY. THEY WILL
INCORRPORATE REHABILITATION TECHNIQUES AND
STANDARDS TO PLAN AND ARRANGE VOCATIONAL
REHABILITATION SERVICES TO THOSE WITH 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 SERVED IS REQUIRED, THUS A VALID DRIVER'S
LICENSE OR CERTIFICATION THAT THE APPLICANT WILL
PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS
REQUIRED.

ALTERNATE POSTING TO RS2064.

0932P00321

DATE: SEPTEMBER 02, 2020
RS2065
PAGE: 2

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 RS2065 ON APPLICATION