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REHABILITATION COUNSELOR TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE  
DIVISION OF REHABILITATION SERVICES  
MARTINSBURG DISTRICT OFFICE  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL LEARN TO FUNCTION AS A PROFESSIONAL IN PROVIDING SERVICES TO INDIVIDUALS WITH DISABILITIES IN THE GENERAL/TRANSITION FIELD. THE COUNTIES SERVED: BERKELEY, JEFFERSON AND MORGAN. THIS POSITION WILL BE HOUSED IN THE MARTINSBURG DISTRICT OFFICE. DUTIES WILL INCLUDE, BUT WILL NOT BE LIMITED TO: PROVIDING REHABILITATION COUNSELING AND GUIDANCE TO THE MOST SIGNIFICANTLY DISABLED INDIVIDUALS IN A GENERAL/FIELD TRANSITION TERRITORY. THEY WILL INCORPORATE 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 GOALS, 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 OF PUBLIC AND PRIVATE AGENCIES.  
\*ALTERNATE POSTING TO RS2066\*  
0932P00396

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY IN COUNSELING

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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 RS2067 ON APPLICATION