

DATE: SEPTEMBER 24, 2020

RS2077

PAGE: 1

REHABILITATION SERVICES SPECIALIST
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 CHARLESTON DDS IS RECRUITING TO FILL A REHABILITATION SERVICES SPECIALIST VACANCY. THIS EMPLOYEE, UNDER GENERAL SUPERVISION, WILL SERVE AS A PROFESSIONAL RELATIONS OFFICER (PRO). THE PRO IS RESPONSIBLE FOR ASSURING COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS GOVERNING THE OBTAINING AND USE OF MEDICAL EVIDENCE IN THE ADJUDICATION OF SOCIAL SECURITY DISABILITY CLAIMS. THIS INDIVIDUAL PROVIDES EDUCATION AND COMPLEX TECHNICAL ASSISTANCE TO THE MEDICAL COMMUNITY AND OTHER GOVERNMENT AND PUBLIC AGENCIES REGARDING EVIDENCE NEEDED TO MAKE DETERMINATIONS IN DISABILITY CLAIMS. THE PRO PROMOTES AND TAKES ACTION TO IMPROVE THE DELIVERY OF QUALITY AND TIMELY SERVICES TO BOTH INTERNAL AND EXTERNAL CUSTOMERS. THE PRO USES INDEPENDENT JUDGEMENT TO DETERMINE APPROPRIATE ACTIONS TO TAKE TO ACHIEVE DESIRED RESULTS AND EXERCISES CONSIDERABLE LATITUDE AND INDEPENDENCE IN DETERMINING APPROACHES TO PROBLEM SOLVING. PRIMARY DUTIES INCLUDE RECRUITMENT AND TRAINING OF MEDICAL SOURCES TO ENSURE ADEQUATE CONSULTATIVE EXAMINATION PROVIDERS ARE AVAILABLE TO MEET THE DDS' NEEDS. THESE STAFF MEMBERS ALSO WORK CONTINUOUSLY WITH THE ENTIRE MEDICAL COMMUNITY TO OBTAIN TIMELY AND QUALITY EVIDENCE FOR DDS TO USE IN ADJUDICATING DISABILITY CLAIMS. THIS POSITION REQUIRES TRAVEL THROUGHOUT THE STATE TO DO RECRUITMENT, EDUCATION AND GENERAL OVERSIGHT OF THE STATE'S MEDICAL/PROFESSIONAL PROGRAM. MAY PERFORM OTHER WORK AS REQUIRED.
"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,

DATE: SEPTEMBER 24, 2020
RS2077
PAGE: 2

EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH 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."

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY.
OR
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED AT THE RATE OF ONE (1) YEAR OF EXPERIENCE FOR THIRTY (30) SEMESTER HOURS OF EDUCATION.
AND
EXPERIENCE: TWO (2) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN A PROGRAM.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.
PROMOTION ONLY: TWO (2) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A REHABILITATION SERVICES ASSOCIATE.

SALARY: PAY GRADE 014 \$31,146.00 - \$57,620.04

DEADLINE: OCTOBER 03, 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 RS2077 ON APPLICATION