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REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION:

DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
WHEELING DISTRICT OFFICE
OHIO

SCHEDULE:

DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:

1.00

DUTIES:

UNDER THE DIRECTION OF THE WHEELING BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL WILL LEARN TO PROVIDE A FULL RANGE OF SERVICES TO ASSIST YOUTH IN SCHOOL /TRAINING, AGED 14-21 WITHIN THE COUTIES OF OHIO AND MARSHALL. MAY ALSO ASSIST OTHER TERRITORIES AS NEEDED. THIS POSITION WILL BE HOUSED IN THE WHEELING DISTRICT OFFICE. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: SEEK AND ACCEPT REFERRALS, CONDUCT INITIAL VOCATIONAL DIAGNOSTIC INFORMATION FOR DETERMINATION OF ELIGIBILITY/SIGNIFICANT DISABILITY/ORDER OF SELECTION. MAY LEARN TO ADMINISTER ACHIEVEMENT AND APTITUDE TESTS, INTERPRET PSYCHOLOGICAL AND VOCATIONAL DATA TO VOCATIONAL COUNSELING AND ASSIST CLIENT IN MAKING SUITABLE GOAL CHOICE, DEVELOP INDIVIDUALIZED EMPLOYMENT PLAN WITH CLIENT/PARENTS, PROVIDE/ARRANGE AND MONITOR SERVICES AND PROGRESS. WILL LEARN TO ASSESS ECONOMIC NEED AND MAKE USE OF THIRD-PARTY RESOURCES AND ASSIST WITH COMPETITIVE JOB PLACEMENT AND FOLLOW-UP SERVICES. THE CANDIDATE NEEDS TO TRAVEL TO THE SCHOOLS IN OHIO AND MARSHALL COUNTIES TO MEET WITH YOUTH, SCHOOL PERSONNEL, EMPLOYERS AND/OR COMMUNITY AGENCIES. OTHER DUTIES AS ASSIGNED. TO GAIN THE SPECIALIZED SKILLS AND KNOWLEDGE THAT IS INDICATIVE FOR THIS POSITION. THIS INDIVIDUAL WILL ALSO NEED TO PARTICIPATE IN SUBSEQUENT TRAINING BY ANNUALLY ATTENDING WEBINARS, BOTH AGENCY AND NON-AGENCY TRAININGS, FREE AND PAID ONLINE COURSES, WORKING WITH VISION ITINERANT TEACHERS, OPTOMETRISTS, OPTHAMOLOGISTS AND ATTENDING BLIND/VI STAFF MEETINGS AND TRAININGS.

ALTERNATE POSTING TO RS2079

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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: 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 RS2080 ON APPLICATION