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| |  |  |  | | --- | --- | --- | | http://agency.governmentjobs.com/images/AgencyImages/sc.jpg | STATE OF SOUTH CAROLINA  **Commission for the Blind**  1430 Confederate Avenue  Columbia, SC 29201   [http://www.jobs.sc.gov](http://www.jobs.sc.gov/) |  | | **INVITES APPLICATIONS FOR THE POSITION OF:** | | | | **Human Services Coordinator I / Mental Health Counselor** | | |   *An Equal Opportunity Employer*   |  | | --- | | THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. | |
| |  |  | | --- | --- | | **OPENING DATE:** 05/24/17 | **CLOSING DATE:** Continuous | |  | | | **JOB TITLE:** Human Services Coordinator I / Mental Health Counselor | **CLASS CODE:** GA50 | | **POSITION NUMBER:** 60026758 | **SLOT NUMBER:** | |  | | | **STATE SALARY RANGE:**    $32,838.00 - $60,760.00 Annually | **AGENCY HIRING RANGE - MIN:** $32,838 **AGENCY HIRING RANGE - MAX:** $46,799 |  |  | | --- | | **LOCATION:** Richland County, South Carolina | |  | | **JOB TYPE:** FTE - Full-Time | |  | | **NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00) | |  | | **RESIDENCY REQUIREMENT:**  **RESIDENCY REQUIREMENT SPECIFICS (IF ANY):** | |  | | **AGENCY SPECIFIC APPLICATION PROCEDURES:**  Please apply online. Contact 803-898-7297 if you need assistance. |   **JOB RESPONSIBILITIES:**  **\*\*This position is being re-advertised.  Previous applicants will still be considered and do not need to reapply.\*\*** Under supervision of the Center Director, provides assessment of the physical, mental, social and emotional abilities, limitations and tolerance of blind and visually impaired consumers using a variety of counseling and guidance skills.  Provide job readiness counseling to consumers.  **MINIMUM AND ADDITIONAL REQUIREMENTS:**  A Bachelor's Degree and professional experience in Human Services or Social Services Programs.  **PREFERRED QUALIFICATIONS:**  Agency Preferred Requirements:  A Master's Degree in Rehabilitation Counseling, Human Services, Social Services, Mental Health Counseling, Psychology and 1 year of professional experience.  LPC is a preferred requirement.  **ADDITIONAL COMMENTS:**   Employee will be responsible for meeting all designated quality and productivity standards in a quality manner with minimal supervision.  Occasional travel may be required.  Occasional second shift hours.  Employee must be able to lift, carry, pull at least 25 pounds. \*\*The entire application history should be included on the application.  All sections under the Work Experience portion of the application must be completed.  If the information is not listed, then your application may be considered incomplete.  The words "See Resume" are not acceptable.  A resume may not be substituted for the completed application.  Your employment history should include volunteer work, military time and any time spent unemployed.\*\* |
| |  |  | | --- | --- | | APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: [http://www.jobs.sc.gov](http://www.jobs.sc.gov/)  OR 1430 Confederate Avenue  Columbia, SC 29201 | Job #66815  HUMAN SERVICES COORDINATOR I / MENTAL HEALTH COUNSELOR BD | |

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| **Human Services Coordinator I / Mental Health Counselor Supplemental Questionnaire** |

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| \* | 1. | Stop! Have you completed the entire application? All sections under the Work Experience portion of the application must be completed to include: Dates of Employment, Employer Name, Position Title, Address, Supervisor's Name, Phone Number, Website, Permission to Contact Employer field, Hours per week, Salary and Number of Employees Supervised. If these sections are not completed, your application may be considered incomplete. The words "See Resume" are not acceptable. A Resume may not be substituted for your completed application. Your employment history should include volunteer work, military time and any time spent unemployed. |
|  | | YesYes    NoNo |
|  | | |
| \* | 2. | Do you have a Bachelor's Degree and professional experience in Human Services or Social Services programs? |
|  | | YesYes    NoNo |
|  | | |
| \* | 3. | Do you have a Master's Degree in Rehabilitation Counseling, Human Services, Social Services, Mental Health Counseling, Psychology and 1 year of professional experience? |
|  | | YesYes    NoNo |
|  | | |
| \* | 4. | Are you an LPC? |
|  | | YesYes    NoNo |
|  | | |
| \* | 5. | How did you find out about this vacancy? |
|  | | |
| \* Required Question | | |