 **JOB ANNOUNCEMENT**

**Rehabilitation Assistant, Rehabilitation Services for the Blind**

**Family Support Division, St Louis-South (1 position)**

**February 24, 2015**

The Family Support Division is seeking applications for the position of Rehabilitation Assistant, Rehabilitation Services for the Blind. This position is based in the St. Louis-South office and is located at 3867 Magnolia Avenue St Louis MO.

**JOB DUTIES:** Assist professional staff in providing rehabilitative services to individuals with blindness and severe visual impairments.  An employee in this position will open, develop and maintain case records and other relevant information to assist rehabilitation counselors/teachers and business enterprise coordinators; prepare routine correspondence; type/proofread letters, dictation and forms; provide information to referrals, applicants, clients and the general public; locate potential vendors for services and, as applicable, inform them of the State's requirements, assist in the resolution of problems concerning services with vendors and consumers; contact and provide information to visually impaired individuals to encourage them to seek assistance and services available; prepare/submit reports concerning field visits, family background of clients, follow-up studies, medical records and other activities directly affecting the client; collect and record information from referrals, applicants, clients, doctors and other service providers as necessary for completion of history, assessment of service needs, and service provision; advise applicants of their rights and the availability of client assistance program; coordinate and schedules, as requested, appointments for medical examinations, evaluations, facility and educational training and RSB contacts; arrange for and coordinate client transportation; process authorizations, equipment requests, invoices, reports, receipts, ownership agreements, request for reimbursement forms, and billing statements; enter and update fiscal documents and case records to insure payment to vendors; resolves billing problems; review technical aspects of case records to ensure compliance with federal, state and agency documentation requirements; utilize automated system to update and maintain current client information; and travel, as required, to complete work assignments and for training.

**QUALIFICATIONS:** Three or more years of office experience, above the entry level, in office management practices and procedures including keyboarding, frequent public contacts, processing invoices, or rehabilitation services.

(Earned credit hours from an accredited college or university including coursework in Psychology, Sociology, Social Work, Special Education, Business Administration, or Business Management may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.)

**SALARY RANGE:** Annual salary range is $25,824.00 - $35,472.00

**TO APPLY:** Individuals who meet the required qualifications as specified above and are interested in this position should print a current EASe application at <http://www.ease.mo.gov/ease/logon.jsp> , fax that application and any applicable transcript(s) to Annette Summers, Personnel Analyst at (314) 877-2761. If you are currently a Rehabilitation Assistant in good standing (i.e., not on a corrective action plan or attendance plan), not on probation, and interested in being considered for a lateral transfer (no increase in salary), you must fax a transfer/reemployment application (<http://oa.mo.gov/personnel/job-applicants/transfer-and-reemployment-process>) to Annette Summers at the fax number referenced above and to the Office of Administration at (573) 526-5382. Information sent to Ms. Summers must be accompanied by a note referencing the position and location for which application is being made. **If you have questions regarding this position contact Ms. Naomi Soule at 314 – 933-7330.**

**RECRUITMENT AREA:** Accepting applications from all qualified applicants

**APPLICATION DEADLINE:**  March 5, 2015 at 5:00 p.m.

**Applications will be subject to review prior to scheduling interviews.**

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**