STATE OF SOUTH CAROLINA

Commission for the Blind

1430 Confederate Avenue

Columbia, SC 29201

<https://www.careers.sc.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

Human Services Coordinator I

An Equal Opportunity Employer

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**OPENING DATE:** 08/24/18 CLOSING DATE: 09/02/18 11:59 PM

**JOB TITLE:** Human Services Coordinator I **CLASS CODE:** GA50

**POSITION NUMBER:** 60026757 **SLOT NUMBER:**

**STATE SALARY RANGE:**

 $32,838.00 - $60,760.00 Annually **AGENCY HIRING RANGE - MIN:**

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Florence 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 with your application.

**JOB RESPONSIBILITIES:**

Provide vocational rehabilitation services to blind and visually impaired consumers with the ultimate goal of being successful rehabilitation and placement into gainful activity; for the Florence catchment area, including the counties of Florence, Lee, Darlington, Dillon, Chesterfield, and Marlboro.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A Bachelor's Degree and professional experience in human services or social services programs.

**PREFERRED QUALIFICATIONS:**

A Master's Degree in Rehabilitation Counseling. Agency preferred requirement: Certified Rehabilitation Counselor (CRC) and rehabilitation experience.

**ADDITIONAL COMMENTS:**

Must have above average knowledge of state and federal VR laws and regulations. Must have excellent verbal and written communication skills. Must be able to organize his or her casework and manage the caseload effectively. Employee must possess good organizational skills, a high level of initiative, and the ability to use sound judgment. Employee must be able to work with a minimal amount of supervision as well as with a high degree of discretion and independence. Employee will be responsible for adhering to all agency policies, guidelines, federal and state laws as they relate to the VR Program vocational requirements. Employee will be responsible for meeting all designated productivity standards in a quality manner with minimal supervision. Travel required and occasional overnight stays. Must be able to lift, carry, or pull up to 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.\*\*

**The South Carolina Commission for the Blind provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, veteran status, genetic information, sex -including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, disability or any other protected category.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: Job #80698

<https://www.careers.sc.gov> HUMAN SERVICES COORDINATOR I

OR LG

1430 Confederate Avenue

Columbia, SC 29201

Human Services Coordinator I Supplemental Questionnaire

\* 1. Stop! 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, 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. Have you completed the entire application?

(Checkbox) Yes (Checkbox) No

\* 2. Do you have a Bachelor's Degree and professional experience in human services or social services programs?

(Checkbox) Yes (Checkbox) No

\* 3. If you answered yes to the previous question, please tell us about your level of experience related to human services or social services programs.

\* 4. Do you have a Master's Degree in Rehabilitation Counseling?

(Checkbox) Yes (Checkbox) No

\* 5. Are you a Certified Rehabilitation Counselor (CRC)?

(Checkbox) Yes (Checkbox) No

\* 6. Do you have rehabilitation experience?

(Checkbox) Yes (Checkbox) No

\* 7. If you answered yes to the previous question, please tell us about your rehabilitation experience.

\* 8. How did you find out about this position?

\* Required Question