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:

JOBS Specialist

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:** 10/02/18 **CLOSING DATE:** 10/09/18 11:59 PM

**JOB TITLE:** JOBS Specialist **CLASS CODE:** GA50

**POSITION NUMBER:** 60026768 **SLOT NUMBER:**

**STATE SALARY RANGE:**

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

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Greenville 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 completing your application.

**JOB RESPONSIBILITIES:**

Job Oriented Blind Services Specialists provide individualized supported employment and Customized Employment services to consumers on work sites and in the community and other designated training locations for the Vocational Rehabilitation consumers in the Greenville catchment area.

**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 with experience in job development, placement, and coaching and experience with the Supported Employment Model.

**ADDITIONAL COMMENTS:**

Must have above average knowledge of state and Federal Vocational Rehabilitation 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. Ability to establish and maintain effective working relationships with consumers, businesses, and community partners. Employee must possess good organizational skills and must be able to work with minimal amount of supervision. This person must be able to work as part of a team. A great deal of judgment is required in order to adequately assess the skill levels and needs of each consumer served.

Work involves travel 2-4 days per week and occasional overnight travel may be required. May require evenings and weekend shifts. Employee will be responsible for meeting all designated productivity standards in a quality manner with minimal supervision. Must be able to lift, carry, and 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.\*\*

**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 #82167

careers.sc.gov JOBS SPECIALIST

OR LG

1430 Confederate Avenue

Columbia, SC 29201

JOBS Specialist 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. The following questions are designed to better help us understand your experience. A simple "yes" answer will NOT be construed as having met the expectations of these questions and may require a detailed explanation. Please indicate your understanding of this requirement.

(Checkbox) Yes (Checkbox) No

\* 3. Do you have a bachelor's degree and professional experience in human services or social services programs?

(Checkbox) Yes (Checkbox) No

\* 4. Do you have a Master's Degree in Rehabilitation Counseling with experience in job development, placement, and couching and experience with the supported Employment model?

(Checkbox) Yes (Checkbox) No

\* 5. If you answered "yes" to the above question, please provide in detail your level of training and experience. If you answered "no", please type N/A in this field.

\* 6. Do you have knowledge of State and Federal Vocational Rehabilitation Laws and regulations?

(Checkbox) Yes (Checkbox) No

\* 7. If you answered "yes" to the above question, please provide in detail your level of training and experience. If you answered "no", please type N/A in this field.

\* 8. Do you understand that Supplemental Questions are considered a part of your official application and that any misrepresentation will result in your disqualification from employment?

(Checkbox) Yes (Checkbox) No

\* 9. How did you find out about the vacancy? Please be specific.

\* Required Question