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:

Vocational Rehabilitation 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:** 10/19/18 **CLOSING DATE:** Continuous

**JOB TITLE:** Vocational Rehabilitation Counselor **CLASS CODE:** GA50

**POSITION NUMBER:** 60026261 **SLOT NUMBER:**

**STATE SALARY RANGE:**

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

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Greenwood 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:**

Provide vocational rehabilitation services to blind and visually impaired consumers with the ultimate goal of successful rehabilitation and placement into gainful activity for Greenwood catchment area in the counties of Abbeville, Greenwood, McCormick, Edgefield, and Saluda.

**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. Certified Rehabilitation Counselor (CRC).

**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. Must be able to work with 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. Daily travel up to 3 days per week and occasional overnights required. Ability to lift 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 #82509

careers.sc.gov VOCATIONAL REHABILITATION COUNSELOR

OR LG

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Columbia, SC 29201

Vocational Rehabilitation Counselor 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 above question, please tell us about your experience below. If you answered "NO" to the above question, type N/A below.

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

(Checkbox) Yes (Checkbox) No

\* 5. Are you a Certified Rehabilitation Counselor?

(Checkbox) Yes (Checkbox) No

\* 6. How did you find out about the vacancy? Please be specific.

\* Required Question