|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | 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 / Transition 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:** 11/07/17 | **CLOSING DATE:** Continuous | |  | | | **JOB TITLE:** Human Services Coordinator I / Transition Counselor | **CLASS CODE:** GA50 | | **POSITION NUMBER:** 60026555 | **SLOT NUMBER:** | |  | | | **STATE SALARY RANGE:**    $32,838.00 - $60,760.00 Annually | **AGENCY HIRING RANGE - MIN:** $32,838.00 **AGENCY HIRING RANGE - MAX:** $46,988.00 |  |  | | --- | | **LOCATION:** Spartanburg 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. If you need assistance contact 803-898-7297. |   **JOB RESPONSIBILITIES:**  \*\*This position is located in the city of Spartanburg, South Carolina.  Located in the foothills of the Blue Ridge Mountains, Spartanburg is known for outdoor recreations and history.  Spartanburg is easily accessible by interstate to Columbia, South Carolina, and less than an hour driver from Asheville, North Carolina.\*\* The job responsibilities for the position are to provide rehabilitation services to blind and visually impaired consumers with the ultimate goal of successful rehabilitation and placement into employment within the following counties:  Oconee, Pickens, Greenville, Spartanburg, Cherokee, Union, York, Chester, Laurens, Anderson, Abbeville, Greenwood, and McCormick.  **MINIMUM AND ADDITIONAL REQUIREMENTS:**  A Bachelor's Degree and professional experience in Human Services or Social Services Programs.  **PREFERRED QUALIFICATIONS:**  Agency Requirement:  A Master's Degree in Rehabilitation Counseling. Agency Preferred Requirement:  Certified Rehabilitation Counselor (CRC) and rehabilitation experience.  **ADDITIONAL COMMENTS:**   Employee will be responsible for meeting all designated productivity standards in a quality manner with minimal supervision.  Travel required and occasional overnight stays.  Employee must be able to lift, carry and pull at least 25 pounds.  \*\*The entire employment history should be included on the application.  All sections of the application must be completed.  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 #71322  HUMAN SERVICES COORDINATOR I / TRANSITION COUNSELOR BD | |

|  |
| --- |
| **Human Services Coordinator I / Transition Counselor Supplemental Questionnaire** |

|  |  |  |
| --- | --- | --- |
|  | | |
| \* | 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? |
|  | | YesYes    NoNo |
|  | | |
| \* | 4. | Are you a Certified Rehabilitation Counselor (CRC) and do you have rehabilitation experience? |
|  | | YesYes    NoNo |
|  | | |
|  | 5. | Briefly explain how you would determine if a referral meets eligibility requirements for services from the SC Commission for the Blind. |
|  | | |
| \* | 6. | How did you find out about this vacancy? |
|  | | |
| \* Required Question | | |