



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
Department of Human Services

Office of Human Resources and Labor Relations

VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

This announcement will be posted internally for 10 business days.

This is not a complete job description. Complete descriptions can be obtained from the Office of Human Resources in your respective districts.

Vocational Rehabilitation Counselor I

<i>Department:</i>	Vocational Rehabilitation	<i>Location:</i>	St. Thomas
<i>Classification:</i>	Classified - 272000410	<i>Fund:</i>	General
<i>Salary:</i>	\$33,176 - (US2501)	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 22, 2014	<i>Closing Date:</i>	October 3, 2014

BROAD SCOPE OF POSITION

Entry level counseling work involving persons with disabilities, and their family members, in order to be placed in the workforce. Duties include, but are not limited to: evaluating clients capabilities and helping them to choose occupational goals, interviewing clients, reviewing psychological and medical educational reports to determine eligibility, documenting cases, determining rehabilitation based on individualized plans for employment, submitting reports and making home visits.

QUALIFICATIONS

Bachelor's degree in Social Sciences, Rehabilitation Counseling or closely related field.

NECESSARY SPECIAL QUALIFICATION

Possession of National Rehabilitation Counselor Certification preferred. (Must complete requirements for certification within three (3) years. Computer Literacy is required. Valid Virgin Islands driver's license.

HOW TO APPLY

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents; birth certificate, social security card, high school diploma/degree and resume. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave. You may obtain a copy of the full job description from the Office of Human Resources.

THE GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF HUMAN SERVICES
IS AN EQUAL OPPORTUNITY EMPLOYER



Asiah Clendinen
Deputy Commissioner,
Human Resources & Labor Relations



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
Department of Human Services

Office of Human Resources and Labor Relations
Payroll Operations

VACANCY ANNOUNCEMENT

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Computer Support Specialist

(1 Vacancy)

<i>Department:</i>	Family Assistance	<i>Location:</i>	St. Thomas
<i>Classification:</i>	Classified PC#272000929	<i>Fund:</i>	Federal
<i>Salary:</i>	\$33,176* (US2501)	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 22, 2014	<i>Closing Date:</i>	October 3, 2014

BROAD SCOPE OF POSITION

Under the supervision of a higher-level officer this is technical work involving help desk assistance in resolving problems reported by CARIBS users aiding the unit in providing services timely and accurately. Duties include but are not limited to: Analyzing and solving problems through the computer system or by telephone; Reporting problems monthly; Assisting with system research; Installing and testing software updates; Conducting application and recertification interviews to ensure familiarization with the process.

QUALIFICATIONS

Bachelor's Degree in Computer Science, Data Processing or Information System OR AA Degree in Computer Science, Data Processing or Information System and two years experience in eligibility processing or computer related experience.

HOW TO APPLY:

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents: birth certificate, social security card, high school diploma/degree and résumé. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave.



Asiah Clendinning
Deputy Comm., HR & LR

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