



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 (2 Vacancies)

<i>Department:</i>	Vocational Rehabilitation	<i>Location:</i>	St. Croix
<i>Classification:</i>	Classified – (272000940/398)	<i>Fund:</i>	Federal
<i>Salary:</i>	\$33,176 - (US2501)	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 15, 2014	<i>Closing Date:</i>	September 26, 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

A Master's degree with certification in rehabilitation services, plus one (1) year experience in vocational rehabilitation counseling OR A Bachelor's degree in Social Science, Rehabilitation Counseling or closely related field. Plus three (3) years experience working with people with disabilities.

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.



Asiah Clendinen
Deputy Commissioner, HR & LR

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