

# VACANCY NOTICE

CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Rehabilitation Counselor - 2 positions</u> CLASSIFICATION CODE: <u>02843200</u> SALARY RANGE: <u>Gr. A24 \$43731-50879</u> REFERENCE POSITION NO.: <u>1238-50200-309, 381</u> Department of Human Services Management Svs.      APPLICATION PERIOD: <u>12/2/10 - 12/8/10</u> Division/Section/Unit: <u>Rehabilitation Svs/DDS</u> GRACE PERIOD ENDS: <u>12/13/2010</u> Assignment(s) / Comments: _____ Shift and Days: <u>Monday - Friday 8:30 - 4:00</u> Job Location: <u>40 Fountain Street, Providence</u> Restrictions/Limitations: <u>LTPS - Subject to return of incumbent (# 309 &amp; # 381)</u> Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No _____ Name of Bargaining Unit Union: <u>RIASSE Local 580</u> There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b> * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>• The title of the position for which you are applying _____ of your current employer where you are currently employed</li> <li>• Title of your present position and date you entered it _____</li> <li>• Date you entered State service _____</li> <li>• Your union membership number _____</li> <li>• Please list your Affiliations _____</li> </ul> <b>*** In certain agencies, bargaining unit applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> is required for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> To make determinations in accordance with Federal regulations related to the medical eligibility of children and adults applying for cash benefits under the Federal program for Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI); to obtain and analyze medical records related to alleged impairments; to assess residual functional and vocational abilities; to process a workload in an electronic environment; and to do related work as required.
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> <b>Education:</b> Graduation from a college of recognized standing with specialization in sociology, or psychology, or vocational guidance, or education; <b>Experience:</b> employment in the fields of education, employment placement, public welfare, public health, or in a rehabilitation program, which has involved assisting persons with vocational placement or vocational adjustment problems. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>  Maria Morrison OHHS Human Resources Service Center Benjamin Rush Building, # 55 55 Howard Ave Cranston, RI 02920  Faxed and emailed applications will not be acknowledged TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)

Rescinded

