

# Off-Campus Employment

*Job posted on 2013-10-21 by joanna.distefano; posting expires on 2013-11-08*

**Employer:** Public Partnerships, LLC

**Position:** Resource Consultant

**Job Description:** Full Time,

Resource Consultant

Charleston, WV or Beckley, WV

Assist participants in Medicaid Aged & Disabled, Intellectual/Developmental Disability and Traumatic Brain Injury Waiver Programs with the responsibilities of self-direction. Personal Options, the self-directed option in the Waiver programs, allows participants to select, hire, and manage their own workers (personal assistants) to assist them with activities of daily living. Participants may also purchase goods and services, such as assistive technology and home modifications to help them live independently in the community.

The Resource Consultant will assist participants to develop a service plan and /or spending plan, recruit and supervise their own employees, and purchase approved goods and services. Other duties include participant enrollment, training, monitoring, and documentation.

**Qualifications:** Position requires knowledge of community resources, person-centered philosophy, excellent communication and office technology skills, team skills, and strong work ethic.

Minimum Qualifications: Bachelor's degree in human services or related field and one year experience serving persons with disabilities or the elderly.

This is a full-time position with competitive salary and excellent benefits. The Resource Consultant will work at the Charleston office or in a home office in the southern part of the state. Position requires frequent in-state travel and flexible schedule.

**Preferred Major(s):** Psychology/Sociology;

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**Application Instructions:** Please submit cover letter, resume, references, salary history, and salary requirements by November 8, 2013 to:

Public Partnerships, LLC

601-3 East Brockway Ave., Suite E

Morgantown, WV 26501

Phone: (304) 381-3107 Fax: (304) 296-1932

And to:

Public Consulting Group, Inc. HR Career website

<http://www.publicconsultinggroup.com/careers/index.html>

**Link:** [www.PublicPartnerships.com](http://www.PublicPartnerships.com)