# 

**Rehabilitation Assistant**

The State of Texas is looking for talented candidates who are detail oriented and have excellent planning, organizing, time management, and communication skills with the ability to prioritize and coordinate work in an independent manner to achieve goals.

**SALARY INFORMATION:**

* This is a career ladder position.
* The salary range is $2,556.00 - $3,865.67 per month, depending on qualifications.

**MINIMUM QUALIFICATIONS:**

* Salary dependent on education and work experience.

**BENEFITS:**

Includes health and life insurance, retirement plan, savings plan (401K), annual vacation and sick leave, generous holiday leave, flexible work schedules.

**BRIEF JOB DESCRIPTION:**

The Rehabilitation Assistant I-III assists two VR Counselors in providing services to customers to achieve successful employment outcomes. The Rehabilitation Assistant I-III provides basic information regarding VR programs, services, and referral information to customers and vendors, assists the VR counselors with caseload management and serving customers, and purchases goods and services needed by the customer and approved by a VR Counselor. Work requires strong organizational and customer service skills, the ability to work effectively as part of a team, and the ability to apply critical thinking skills to make sound decisions.

To inquire regarding rehabilitation assistant job opportunities, please contact:

**E-mail:** [Christy.Lerche@twc.state.tx.us](mailto:Christy.Lerche@twc.state.tx.us)**OR** [Belinda.Salazar@twc.state.tx.us](mailto:Belinda.Salazar@twc.state.tx.us)

Select the link below to access Texas VR job openings and full job descriptions.

* [www.WorkInTexas.com](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.workintexas.com%2Fvosnet%2FDefault.aspx&data=02%7C01%7Cchristy.lerche%40twc.state.tx.us%7Cbb378f35b8994bff5ab208d7273d54a2%7Cfe7d3f4f241b4af184aa32c57fe9db03%7C0%7C0%7C637021016711122542&sdata=NGS0UTfcvLQr1t3DM%2BRBeDNgxklt6fuVSBObHkQONP8%3D&reserved=0)
* In the Job Seekers section, click on [Find a Job](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.workintexas.com%2Faltentry.asp%3Faction%3Dindguest%26whereto%3Djobs&data=02%7C01%7Cchristy.lerche%40twc.state.tx.us%7Cbb378f35b8994bff5ab208d7273d54a2%7Cfe7d3f4f241b4af184aa32c57fe9db03%7C0%7C0%7C637021016711132543&sdata=s%2FtcSBW3hMo%2BUxdXTr87O5ThfiGgPx7mdZlsxOmc3bQ%3D&reserved=0)
* Using the Employer tab, then Search for employers by keyword and type TWC
* Then click ‘Search’ button
* TEXAS WORKFORCE COMMISSION should show up as an employer and a link showing the number of job openings
* Click on the link of job openings
* You can then sort by Job Title
* Apply with State of Texas Application

You may also fax your application to 512-463-2832 or email it to [HRHelpDesk@twc.state.tx.us](mailto:HRHelpDesk@twc.state.tx.us).

If you have any questions or need assistance, please contact Human Resources at 512-475-1224.