

STATE OF CONNECTICUT

DEPARTMENT OF REHABILITATION SERVICES

VOCATIONAL REHABILITATION COUNSELOR SERIES

The Department of Rehabilitation Services (DORS) is recruiting to fill a Vocational Rehabilitation Counselor, position located at the New Haven office of its Bureau of Rehabilitation Services (BRS) division. Based on experience and qualifications the candidate selected to fill this position may be hired at the job classification level of Vocational Rehabilitation Counselor or at the lower job classification level of Vocational Rehabilitation Assistant Counselor. **This position is 100% federally funded.**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: CURRENT STATE EMPLOYEES AND THE PUBLIC

POSITION: VOCATIONAL REHABILITATION COUNSELOR SERIES

BARGAINING UNIT: EDUCATION PROFESSIONS (P-3B)

JOB POSTING NO: 32443

HOURS: MONDAY – FRIDAY 35 HOURS-PER-WEEK

LOCATION: BRS SOUTHERN REGION
415 Chapel Street, New Haven, CT 065011

STARTING SALARY: \$54551.00 - \$71031.00 (EB23, Step 1)
\$50696.00 - \$64469.00 (EB21, Step 1)

POSTING DATE: November 14, 2013 to November 22, 2013

Note: The Department requires that candidates for Bureau of Rehabilitation Services Vocational Rehabilitation Counselor positions have the educational qualifications for rehabilitation counselor that meet the most current national standard for Certified Rehabilitation Counselor (CRC) as specified by the Commission on Rehabilitation Counselor Certification (CRCC) website: http://www.crccertification.com/pages/eligibility_requirements/69.php.

EXAMPLES OF DUTIES: Provides professional rehabilitation planning for services to individuals with disabilities presenting difficult vocational adjustment and rehabilitation problems; actively locates, investigates and interviews individuals with disabilities to explain functions; services and eligibility requirements of the agency; counsels individuals and assists in planning, selecting, preparing for and achieving a vocational adjustment, obtain significant information from the individual and necessary information from school, employers, the Social Security Administration, and other public and private agencies and medical facilities; arranges for services within the agency or other community agencies; may administer psychological tests; furnishes consultative services to community agencies; speaks before lay and professional groups; may be assigned to adjudicate claims for disability benefits filed under the Federal Social Security Administration analyzing and evaluating medical, psychiatric, vocational and other evidence for consistency, validity and sufficiency; conferring with medical and other consultants to resolve complex problems; determining need for consultative examination in fields of medicine, psychiatry, psychology and vocational guidance to obtain additional evidentiary documentation; evaluating total evidence and determining capacity of claimant to engage in substantial gainful activity; preparing written reports to document decision, and assessing vocational rehabilitation potential; does related work as required.

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Vocational Rehabilitation Counselor

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RESPONSIBILITIES: Provides professional vocational rehabilitation counseling; develops plans for providing services to persons with disabilities on cases presenting vocational adjustment and rehabilitation problems; conducts initial interview with applicants and explains functions, program eligibility requirements and scope of services that lead to employment for persons with disabilities; obtains significant information from schools, employers, other public and private agencies and medical facilities concerning the client; provides career counseling; arranges for provision of services, writes case histories and reports as required; confers with medical and other consultants to resolve complex problems relating to employment; does related work as required.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of principles and techniques of interviewing and occupational testing; knowledge of job analysis and ability to identify and interpret labor market trends; ability to determine and utilize appropriate job placement techniques; knowledge of the kinds of community resources available to help rehabilitate and improve the employability of disabled persons; ability to gather, analyze, evaluate and record information pertinent to the rehabilitation of an individual; ability to establish and maintain an effective counseling relationship with individuals.

EXPERIENCE AND TRAINING:

General Experience:

A Master's degree from an accredited college with a major course of study in rehabilitation counseling, psychology, special education, vocational guidance/assessment/evaluation or related behavioral or social science. Candidates who have a Bachelor's degree with a major in one of the specified courses of study may be hired at the job classification level of **Vocational Rehabilitation Assistant Counselor at a starting salary of \$50,696.00 (EB21, Step 1)**. Master's degree in vocational rehabilitation is preferred.

APPLICATION PROCEDURE: To be considered for this position candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with a copy of your college transcripts. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street – Human Resources, 6th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE POSTMARKED BY November 22, 2013.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.