



DEPARTMENT OF REHABILITATION SERVICES (DORS)

Vocational Rehabilitation Supervisor

JOB OPPORTUNITY

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

- Open To:** Current DORS Employees Only
- Job Posting No:** **The selected candidate will be reclassified in their own position**
- Hours:** Monday – Friday, 35 hours per week
- Bargaining Unit:** Education Professions (P3-B)
- Salary:** \$73,609.00 - \$95,815.00 (EB-28)
- Closing Date:** August 18, 2017

Eligibility Requirement: The Department of Rehabilitation Services is seeking to fill one (1) Vocational Rehabilitation Supervisor of Benefits Counseling position within the Bureau of Rehabilitation Services, Community Living Division CWIC Unit.

Examples of Duties: Schedules, assigns and oversees work of staff; supervises, guides, and advises counselors in all phases of rehabilitation case work; reviews reports and case records for uniformity in the application of policies and standards of services; conducts performance evaluations; coordinates all programs and services to provide maximum effective service to clients; identifies in-service training and staff development needs; prepares progress and statistical reports and submits to District Director or central office as required; acts as a liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may plan, organize and direct all activities in a local office or small district office of the Bureau of Rehabilitation Services; may represent the bureau in community relations activities and speak before lay and professional groups; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of relevant agency policies and procedures; knowledge of vocational rehabilitation principles, methods, procedures and current developments; knowledge of current social legislation including federal and state laws, statutes and regulations pertaining to the rehabilitation of persons with a disability; knowledge of community organizations and other resources available to persons with a disability; interpersonal skills; oral and written communication skills; ability to conduct in-service training; ability to relate to different cultural and economic backgrounds; ability to organize time, set priorities and manage workload using an electronic system; supervisory ability.

Preference will be given to the candidate who possesses:

- Knowledge of Social Security Disability programs' work incentives.
- Knowledge of State administered benefits and resources within Connecticut.
- Experience in technical writing.

Vocational Rehabilitation Supervisor

General Experience: A Master's degree from an accredited college with a major course of study in vocational rehabilitation, counseling, psychology, special education, or related behavioral or social sciences and five (5) years of experience in the vocational rehabilitation career series in a state/public vocational rehabilitation program.

Special Experience: Two (2) years must have been with Connecticut Department of Rehabilitation Services, Bureau of Rehabilitation Services as a Vocational Rehabilitation Specialist.

Special Requirement:

- Incumbents in this class are required to maintain a valid Motor Vehicle Operator's license or Identification Card.
- Incumbents in this class may be required to travel with or without an accommodation.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following in a single PDF file:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [DAS Employment Connection](#)
2. Copy of College transcripts (Original will be required upon hire).
3. Two (2) most recent service ratings.

DORS.Recruitment@ct.gov

PLEASE INCLUDE THE JOB TITLE IN THE SUBJECT LINE

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.

PLEASE NOTE: The primary contact will be via email if provided on your application.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact DORS Human Resources at 860-424-4985 or DORS.Recruitment@ct.gov