

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Correctional Counselor Trainee
Statewide Vacancies**

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public

Location: Statewide Vacancies

Hours: 36.25 Hours per week

Salary: First Year of Training CO-07 Step 1 \$44,073
Second Year of Training CO-07 Step 3 \$47,111

Appointments to positions in this class for current state employees will be in accordance with the guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary upon Change in Class.

Position: Multiple: 111525, 111526, 075367, 039862, 111291, 111292, 111293, 111294

Closing Date: June 30, 2015

Minimum Qualifications:

Knowledge of individual and group behavior; knowledge of reciprocal relationship between individuals and their social, economic and cultural environment; interpersonal skills; oral and written communication skills; ability to relate to different cultural and economic backgrounds; ability to organize time, set priorities and manage workload..

Eligibility Requirement:

Candidates must possess a Bachelor's or Master's degree in counseling, psychology, sociology, criminal justice, law enforcement, human services or social work. **All degree requirements must be met at the time you apply.**

Note:

Candidates will receive training on caseload management, group facilitation, parole and community services, programming offered by the DOC, caseload time management and classification. Candidate will perform a greater number of specific and complex counselor duties and maintain a larger caseload as skills are acquired through training. Candidates may conduct groups as part of their position.

Special Requirement:

1. Incumbents in this class may be required to speak a foreign language.
2. Incumbents in this class may be required to travel.

Preferred Experience:

Group counseling experience. Experience with computers. Ability to manage large caseloads. Organizational skills. Knowledge or experience in providing reintegration and transitional services to offenders eligible for release into the community.

Promotion:

1. Incumbents in this class will be eligible for promotion without further competitive examinations upon completion of a two-year period of training with satisfactory service.
2. Incumbents in this class who meet the qualifications of the target class before the end of the training period must take and pass an examination for Correctional Counselor before then agency can consider promoting the employee prior to the completion of the training program.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3 <http://www.ct.gov/doc/LIB/doc/PDF/AD/ad0203.pdf> .

Application Instructions:

Only those candidates who meet the above requirements should submit a cover letter, resumé, an application for Employment (CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf, their last two (2) Performance Evaluations and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf . Candidates must also submit a copy of college transcripts to determine eligibility for this position. **Application packages must be sent via mail only, no faxes.** Please send application materials to:

**Jim Faulkner, Human Resources Specialist
Department of Correction - Recruitment
24 Wolcott Hill Road
Wethersfield, CT 06109**

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

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