

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Counselor

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

Open To: Lateral Transfers Only

Location: Central Office - Wethersfield

Hours: 36.25 hours per week; shift and schedule TBD

Salary: \$54,474 - \$71,128 annually

Closing Date: March 18, 2014

Minimum Qualifications:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of case work methods and techniques and current correctional practices including inmate classification systems and parole practices; considerable knowledge of individual and social factors contributing to delinquency and crime; considerable knowledge of counseling principles and techniques; considerable knowledge of welfare resources; knowledge of substance abuse and current correctional treatment practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan and organize a case work program; and ability to utilize computer software.

Eligibility Requirement:

Candidates must be a current CT- DOC Correctional Counselor

Experience:

This position will be part of the Victim Services Unit staff and report directly to the Counselor Supervisor. The candidate must have a strong interpersonal and written communication skill set in order to effectively communicate with crime victims, as well as, other victim support groups and/or agencies recognizing the sensitivity of the subject matter. This individual will be work in accordance with departmental standards; will determine priorities and unit duties, oversees and reviews results for accuracy, effectiveness and consistent application of policies and procedures; works collaboratively and acts as liaison with other operating units, agencies and outside officials regarding crime victims; interprets institution and its programs to interested lay and professional groups; maintains records and prepares reports and correspondence; may provide presentations to various audiences regarding victim services and/or the agency's reentry model to support positive community reintegration; will have direct contact with crime victims providing resources and support with the ability to recognize the sensitive subject matter; may participate in administrative and clinical team meetings; may participate in special programs (Victim/Offender Dialogue); may conduct facility audits for compliance with protocol; may physically restrain inmates, quell disturbances and otherwise assist custodial forces; performs related duties as required. Please note that this position is not entitled to meal money.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, promotion and merit employment rules. Employees should be aware that performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Current Department of Correction employees who meet the above requirements need to submit via fax: a cover letter, resume, your last two (2) Performance Evaluations.

**Kathy Callahan, HRS
Fax: (860) 692-6864**

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

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