

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

CORRECTIONAL SUBSTANCE ABUSE COUNSELOR

Can be under-filled at the level of Correctional Substance Abuse Counselor Trainee

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

Open To: Public **Location:** Statewide Vacancies
Hours: 1st Shift, Monday – Friday (may require some evening hours)
Salary: Counselor: \$52,887 - \$69,056
Counselor Trainee: \$41,542 - \$54,727
Closing Date: November 29, 2011

Minimum Qualifications:

Candidates applying at the level of **Correctional Substance Abuse Counselor** must possess considerable knowledge of addictions, recovery and/or relapse prevention; considerable knowledge of sociological and psychological concepts with emphasis on analysis of criminal behavior; considerable knowledge of social, emotional and economic factors which contribute to criminal behavior; considerable knowledge of counseling and interviewing techniques; considerable knowledge of individual and social factors relating to personal adjustment; knowledge of community resources; knowledge of current correctional practices including inmate classification systems and parole process; considerable interpersonal skills; considerable oral and written communication skills; ability to prepare clear and concise reports and case histories; ability to organize time, set priorities and manage workload.

Candidates applying at the level of **Correctional Substance Abuse Counselor Trainee** must possess knowledge of addictions, recovery and/or relapse prevention; knowledge of sociological and psychological concepts with emphasis on analysis of criminal behavior; 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.

General Experience:

Candidates applying at the level of **Correctional Substance Abuse Counselor** must possess certification from the Connecticut Department of Public Health as an Alcohol and Drug Counselor and three (3) years experience in casework and/or counseling with some work with clients/inmates with behavioral healthcare issues. **Substitution Allowed:** Licensure from the Connecticut Department of Public Health as an Alcohol and Drug Counselor may be substituted for the General Experience.

Candidates applying at the level of **Correctional Substance Abuse Counselor Trainee** must have three (3) years experience in casework and/or counseling with some work with clients/inmates with behavioral healthcare issues. **Substitution Allowed:** College training in human behavior may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of three (3) years.

Preferred Experience:

Candidates with experience or education concerning specific needs of specialty populations at different facilities will be given preference as it relates to each vacancy being filled. Examples include, but are not limited to, knowledge of mental health issues, youthful offenders, female offenders, substance abuse/recovery issues, and security risk groups.

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.

Application Instructions:

Candidates who meet the above requirements should submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **Correctional Substance Abuse Counselor candidates must also submit a copy of Department of Public Health certification as a certified or licensed Alcohol and Drug Counselor to determine eligibility for this position. Please indicate the position you are applying for on the cover letter and application. Please submit to:**

**Meredith Minnocci, Human Resources Specialist
Department of Correction- Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615
Email: Meredith.minnocci@po.state.ct.us**

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