

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
Correctional Transition Instructor**

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

**Open To:** The Public  
**Locations:** MacDougall-Walker CI, Suffield, CT  
**Hours:** 1<sup>st</sup> Shift, Monday – Friday, 17 hours per week (Part-time, Federally Funded)  
**Salary:** \$27.68 per hour  
**Closing Date:** December 29, 2010

**Eligibility Requirement:**

Considerable knowledge of educational programs and vocational occupations; considerable knowledge of counseling and interviewing techniques; knowledge of occupations and job requirements; knowledge of processes and materials in specific vocations and trades; knowledge of life and job skills development; knowledge of reciprocal relationships between individuals and their social, economic and cultural environment; knowledge of individual and social factors relating to personal adjustment; knowledge of community resources; knowledge of program evaluation; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize teaching and/or training techniques for individual inmate needs; ability to develop community resources; ability to relate to different cultural and economic backgrounds; ability to coach inmates; ability to utilize computer software.

**General Experience:**

Five (5) years experience in career development, placement and/or counseling, educational guidance counseling or vocational counseling.  
Degree preferred.

**Substitution Allowed:**

College training 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 four (4) years for a Bachelor's degree

**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:**

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://das.ct.gov/employment>. Please submit your information to:

**Virginia Miller, Administrative Assistant  
Unified School District #1  
Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
Virginia.Miller@po.state.ct.us  
Fax: (860) 692-7538**

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