

State of Connecticut
JOB POSTING

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITIES
Correctional Services Aides**

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

Open To: The Public

Location: Northern CI, Somers, CT (Education Unit)
Manson Youth Institution, Cheshire, CT (Education Unit)
Central Office, Wethersfield, CT (Education Unit)

Hours: 1st Shift Monday – Friday, 18 hours per week (Part time, federally funded)

Salary: \$19.06 hourly

Closing Date: December 29, 2010

Minimum Qualifications:

Knowledge of psychology; basic knowledge of principals and techniques of interviewing; basic knowledge of social and welfare agencies; considerable oral communication skills; interpersonal skills

General Experience:

Candidates must have one years work experience in an alcohol, drug, rehabilitation family employment counseling program.

Preferred Experience:

Ability to gather information, compile data and administer testing. Superior organizational skills. Superior verbal and written communication skills. Basic computer skills.

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.

12/17/10, pcn#97406,97047,97408,CBR 2298/04