

Department of Rehabilitation Services

JOB OPPORTUNITY

Special Assistant to the Blind

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

The Department of Rehabilitation Services - Bureau of Education and Services for the Blind is recruiting to fill a Special Assistant to the Blind position.

OPEN TO: Current State Employees and the Public

BARGAINING UNIT: Maintenance (NP-2), 37.5 HRS.

SALARY RANGE: \$30,412.00 Salary Grade TE 10
After 6mths of successful service, candidate is moved to Salary Grade TC 10
\$33,791.00 to \$42,535.00

LOCATIONS : 184 Windsor Avenue
Windsor, CT 06095

JOB POSTING NO: 79457

POSTING DATE: January 13, 2014 – January 24, 2014

The preferred candidate will have strong reading and oral communication skills, experience operating Microsoft Office software (Outlook, Word and Excel), ability to file alphabetically, ability to read and understand geographical maps, have and maintain a clean driving history, consistent work history with demonstrated reliability and will have a positive and professional demeanor.

EXAMPLES OF DUTIES:

The Bureau of Education and Services for the Blind is recruiting for a Special Assistant to the Blind position. **The selected individual will be required to carry and deliver adaptive equipment which may weigh up to 50lbs to clients who are blind.** The incumbent will assist agency staff, including rehabilitation teachers, counselors, social workers, as well as clients and others who are legally blind in various activities including reading, writing, filing and other clerical duties, etc.; transport individuals who are blind to appointments or places of work; maintain the safety of individuals who are blind; ensure that the state vehicle being used is ready for use and in good operating condition; assist teachers who are blind with in-service presentations and in giving lessons to clients; observe clients' appearance and clients' living areas and describe these observations to staff who are blind; mark household appliances with Braille tape and dots for client use; may sort and deliver mail, operate agency telephone switchboard, make bank deposits and run other errands for the Bureau and individuals who are blind; may assist in the stockroom of the Bureau of Education and Services for the Blind, may assist rehabilitation counselors in the survey of employment locations for job opportunities for blind individuals; keep records and prepare reports including client case notes; and perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Oral and written communication skills; interpersonal skills.

EXPERIENCE AND TRAINING:

General Experience:

Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT:

Incumbents in this class will be required to travel. The successful candidate must have a driving history acceptable to the Commissioner of Rehabilitation Services.

WORKING CONDITIONS:

Incumbents in this class may be exposed to road hazards while driving and to possible injury when entering high crime areas.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). **Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street, Human Resources, 6th Floor
Hartford, CT. 06106**

APPLICATIONS MUST BE POSTMARKED BY January 24, 2014, CLOSE OF BUSINESS

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:
www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.