

**STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
DISABILITY DETERMINATION SERVICES**

Vocational Rehabilitation Supervisor

THESE POSITIONS ARE 100% FEDERALLY FUNDED

OPEN TO: Current DORS Employee Only

POSITION: Vocational Rehabilitation Supervisor
Bargaining Unit: P3B, 35Hrs

JOB POSTING NO: 32303

SALARY RANGE: \$69383.00 – 90314.00 (EB 28)

POSTING DATE: April 25, 2014 – May 7, 2014

The Department of Rehabilitation Services, Disability Determination Services is seeking to fill two (2) Vocational Rehabilitation Supervisor positions.

In the office of Disability Determination Services the selected candidate will be responsible to guide and advise disability examiners in all phases of the Social Security Disability adjudication process. They are responsible for ensuring efficient unit workflow and that examiners are compliant with the overall guidelines and standards of the agency. Candidate must possess considerable knowledge of Social Security Disability policy for all claim types, skillfulness in teaching, mentoring and leading others, excellent interpersonal skills, and strong written and oral communication skills. The ability to establish and maintain effective working relationships is paramount along with the ability to diffuse difficult situations. It is essential that the supervisor use sound reasoning and critical thinking to make decisions. The supervisor is expected to quickly identify and resolve workflow and caseload management problems as well as implement required programmatic changes. The supervisor will be required to prepare written reports including quarterly reviews and annual service ratings, conduct in-service trainings and other presentations, and provide supervision for a unit of disability examiners. The supervisor would provide feedback to management on workflow, work priorities and production problems and recommend changes.

SUPERVISION RECEIVED: Works under the direction of the DDS Case Processing Coordinator or the DDS Administrator.

RESPONSIBILITIES: In Disability Determination Services guides and advises disability examiners in all phases of the Disability Adjudication process; reviews reports and case records for uniformity in the application of policies and standards of service; coordinates all programs and services to provide maximum effective services to clients; identifies in-service training and staff development needs for technical and clerical personnel; may represent the Bureau in community relations activities and speak before lay and professional groups; prepares progress and statistical reports and submits them to DDS Case Processing Coordinator, DDS Administrator or Social Security Administration central office as required; does related work as required.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of disability adjudication principles, methods, procedures and current developments; knowledge of personnel supervision, administrative techniques and office management related to a complete adjudication process; knowledge of current legislation including federal law pertaining to Social Security Disability Determination; knowledge of in-service training; knowledge of community organizations and other resources available to persons with disabilities; ability in written and oral expression.

EXPERIENCE AND TRAINING: A Master's degree in rehabilitation counseling, vocational guidance or related behavioral or social science, plus one (1) year of additional education in vocational rehabilitation and five (5) years of progressively responsible employment in vocational rehabilitation including at least two (2) years in a lead capacity.

NOTE: For employees of the Bureau of Rehabilitation Services seven (7) years of employment as a Vocational Rehabilitation Counselor may be substituted for the graduate study requirement

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). 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. Due to the large number of applications received, we cannot confirm receipt of applications. **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 – 6th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED AND POSTMARKED ON OR BEFORE May 7, 2014.

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