

**State of Connecticut
Department of Rehabilitation Services
Bureau of Rehabilitation Services**

EDUCATION SERVICE SPECIALIST

POSTING DATE: January 24, 2014

CLOSING DATE: February 7, 2014

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

OPEN TO: Current DORS Employees

POSITION: Education Service Specialist

BARGAINING UNIT: Education Administrators (P-3A)

JOB POSTING: 32369

HOURS: Monday – Friday, 35hrs

SALARY RANGE: \$71,989.00 - \$93,421.00

LOCATION: Bureau of Rehabilitation Services
25 Sigourney Street
Hartford, CT 06106

This position is 100% federally funded.

Department of Rehabilitation Services, Bureau of Rehabilitation Services, is seeking an individual who will be able to demonstrate understanding of Program Evaluation and Quality Assurance processes, in particular as this relates to the VR program; is able to produce reports, as requested, for a variety of State and Federal agencies; has strong skills in use of Microsoft Programs and System 7. Individual will need to be dependable and have the ability to work as part of a team and be able to review/recommend policies and procedures for streamlining and improving programs. This individual will be required to provide budgetary information as requested. Travel will be required.

RESPONSIBILITIES: Plans and coordinates on a statewide basis programs and activities consistent with the Bureau of Rehabilitation Services' State Plan for Vocational Rehabilitation and Supported Employment, with particular emphasis on developing and coordinating an agency-wide comprehensive, coordinated program evaluation and quality assurance structure that includes elements such as technology use in caseload management (moving to a paperless record keeping system), 911 reporting, data collection and use, case review tools and process, etc. Produces timely and accurate program reports, federal and annual reporting, and ancillary reporting. Provides front-end and end-user support for the Bureau's case management system. Assesses needs of the Bureau. Conducts policy and program

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analysis. Identifies and prioritizes issues. Identifies and disseminates best practices. Serves as a resource person with local and federal stakeholders. Provides technical assistance and training to state agencies and professional and consumer groups. Prepares written and oral reports on issues, strategies and outcomes. Provides project and budget management for specific projects.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge and understanding of the Public Vocational Rehabilitation program, including benefits and supports for individuals with disabilities who are seeking employment; skills in policy analysis, planning, development and implementation; strong organizational/technical ability; strong research skills; strong oral communication and writing skills; strong skills in program and budget management; strong skills in the use of personal computers (PC's), including Microsoft Office Programs and the Bureau's case management system; strong interpersonal skills; experience in short and long range planning activities.

EXPERIENCE AND TRAINING: A Master's degree and a minimum of three years of professional experience in the public vocational rehabilitation program. The Bureau also may approve an equivalent combination of experience and training in lieu thereof.

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](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS)

Incomplete, blank or late applications will not be considered. Also, no fax, email 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 on or before February 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.