

STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
BUREAU OF REHABILITATION SERVICES

VOCATIONAL REHABILITATION SUPERVISOR

POSTING DATE: April 24, 2013

CLOSING DATE: May 9, 2013

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

The Department of Rehabilitation Services is presently recruiting to fill an anticipated vacancy for a Vocational Rehabilitation Supervisor position located in its Bureau of Rehabilitation Services (BRS) Division.

OPEN TO: Department of Rehabilitation Services Employees Only

POSITION: Vocational Rehabilitation Supervisor

JOB POSTING NO: 32444

HOURS: Monday – Friday 35 Hours-Per-Week

BARGAINING UNIT: P-3B Education Professions

SALARY RANGE: \$67,362.00 - \$87,683.00 Annually (Salary Grade EB28)

LOCATION: Bureau of Rehabilitation Services
Waterbury Office
249 Thomaston Avenue, Waterbury, CT 06702

CLOSING DATE: May 9, 2013

SUMMARY OF CLASS: In the Bureau of Rehabilitation Services is responsible for the administrative supervision of a staff of rehabilitation counselors and/or may be responsible for the administration of a local area service office.

SUPERVISION RECEIVED: Works under the direction of the Vocational Rehabilitation District Director in a large district office or may serve as administrator of a small local area service office.

RESPONSIBILITIES: In a large district office, supervises, guides and advises counselors in all phases of rehabilitation case work; 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 service to clients; identifies in-service training and staff development needs for technical and clerical personnel; may plan, organize and direct all activities in a small local area service office of the Bureau of Rehabilitation Services; may represent the Bureau in community relations activities and speak before lay and professional groups; prepares progress and statistical reports and submits to District Director or central office as required; does related work as required.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of vocational rehabilitation principles, methods and procedures and current developments; knowledge of personnel supervision, administrative techniques and office management as related to a complete rehabilitation program; knowledge of current social legislation including federal and state laws pertaining to the rehabilitation of handicapped persons; knowledge of in-service training; knowledge of community organizations and other resources available to disabled persons; ability in written and oral expression.

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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 counseling including at least (2) years in a supervisory capacity.

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

Note: Priority consideration will be given as required to mandatory candidates on current Reemployment / SEBAC Lists.

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. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Please mail or fax your completed State of Connecticut Application For Examination or Employment (CT-HR-12) and a Resume to:

Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX: (860) 951-2979

APPLICATIONS AND RESUMES MUST BE RECEIVED BY MAY 9, 2013 CLOSE OF BUSINESS

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