

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB / TRANSFER OPPORTUNITY
Correctional Counselor**

May be under-filled at the level of Correctional Counselor Trainee

Open To: The Public
Location: Statewide Vacancies
Hours: 1st Shift, Monday – Friday **(may require occasional evening hours)**
Salary: Counselor: \$52,887 - \$69,056
Counselor Trainee: \$41,542 - \$54,727
Closing Date: May 8, 2013

Minimum Qualifications:

Candidates applying at the level of Correctional Counselor (CC) must have considerable knowledge of sociological and psychological concepts with emphasis on analysis of criminal behavior, considerable knowledge of cultural competencies, ethical standards, and evidence based programming, counseling and interviewing techniques and knowledge of individual and social factors relating to personal adjustment. Additionally, candidates should have knowledge of community resources, current correctional practices including inmate classification systems and the parole process. Candidates should be familiar with programs offered by the DOC and be knowledgeable on caseload methodology, state and federal laws and statutes and regulations. Candidates need considerable interpersonal skills, excellent oral and written communication skills and the ability to prepare clear and concise reports and case histories in writing and in the computer system. Candidates need the ability to organize time, set priorities and manage workload. Candidates will perform a full range of casework and counseling functions for assigned groups of offenders.

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5065>

Candidates applying at the level of Correctional Counselor Trainee (CCT) must possess knowledge of individual and group behavior, knowledge of the relationship between corrections and social, economic and cultural issues. Candidates need excellent interpersonal skills and oral and written communication skills. <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=1890>

Eligibility Requirement CC:

To apply for the position of Correctional Counselor, candidates must have applied for and passed the Correctional Counselor exam and be on the current certification list promulgated by the Department of Administrative Services (DAS). DOC employees currently who have previously attained permanent status in the counselor series classification may also apply.

Note for CC position: Candidates will be trained to conduct groups as part of their duties and candidates may conduct groups as part of their position.

Eligibility Requirement CCT:

Candidates applying at the level of Correctional Counselor Trainee must possess a Bachelor's or Master's degree in counseling, psychology, sociology, criminal justice, law enforcement, human services or social work. All degree requirements must be met at the time you apply.

Note for CCT position: Candidates will receive training on caseload management, group facilitation, parole and community services, programming offered by the DOC, caseload time management and classification. Candidate will perform a greater number of specific and complex counselor duties and maintain a larger caseload as skills are acquired through training. Candidates may conduct groups as part of their position.

Special Requirement CC/CCT:

1. Incumbents in this class may be required to speak a foreign language.
2. Incumbents in this class may be required to travel.

Preferred Experience:

Group counseling experience. Experience with computers. Ability to manage large caseloads. Organizational skills. Knowledge of referrals in the community for offender re-entry.

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 <http://www.ct.gov/doc/LIB/doc/PDF/AD/ad0203.pdf> .

Application Instructions: Only those candidates who meet the above requirements should submit a cover letter, resume, an application for Employment (CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf and your last two (2) Performance Evaluations. Candidates must also submit a copy of your transcripts to determine eligibility for this position. **Please indicate the position you are applying for on the cover letter and application.**

Please submit to: Patricia A. Meskers, Human Resources Specialist, Department of Correction- Recruitment Office, 24 Wolcott Hill Road, Wethersfield, CT 06109 Fax: (860) 692-7615

The State of Connecticut is an equal opportunity employer and strongly encourages the applications of women, minorities and persons with disabilities.