

STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
VOCATIONAL REHABILITATION COUNSELOR
Maybe under filled at the level of
VOCATIONAL REHABILITATION ASSISTANT COUNSELOR or
VOCATIONAL REHABILITATION COUNSELOR INTERN II

These positions are 100% federally funded

Open To: Current State Employees and the Public

Location: Statewide

Job Posting No: BRSVRC - 061915

Hours: 35Hrs

Bargaining Unit: P3-B

Salary: EB 23, \$56188.00 - \$73162.00 Vocational Rehabilitation Counselor
EB 21, \$52217.00 - \$66404.00 Vocational Rehabilitation Assistant Counselor
EB 18, \$45132.00 - \$58015.00 Vocational Rehabilitation Counselor Intern II
*Employees new to state service start at the minimum of the range.

Closing Date: May 22, 2015 – June 19, 2015

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is presently accepting applications on a continuous recruitment basis to fill current and future Vocational Rehabilitation Counselor, Assistant Counselor and Intern II positions. In the Bureau of Rehabilitation Services, counselors are responsible to perform, under close supervision of a professional, while providing rehabilitation services to individuals with disabilities.

The selected candidate would be responsible for locating, investigating and determining the eligibility of individuals with disabilities who require vocational rehabilitation services and creating and implementing individualized plans for employment. Excellent telephone communication, computer, time management and organizational skills are essential as the candidate would be expected to do community outreach. Exceptional written and verbal skills are key as well as good attention to detail. The ability to use sound reasoning and critical thinking to make decisions is also essential. Experience using a case management system is preferable. At times the agency may need to fill positions which require individuals to be bilingual and fluent in American Sign Language or Spanish. If you meet this criteria please ensure this area is completed on the application. Also, preference will be given to those with a Master's degree in Vocational Rehabilitation. However, candidates currently in a related Master's degree program with (1) one semester remaining to graduate, may be considered for the Vocational Rehabilitation Counselor Intern II level.

Eligibility Requirements for Vocational Rehabilitation Counselor:

- Master's degree in Rehabilitation Counseling from an institution by the Council on Rehabilitation Education and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency.
- Master's degree and current Certified Rehabilitation Counselor (CRC) certification and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency.
- A Master's degree from an accredited college with a major course of study in **rehabilitation counseling, psychology, education, vocational guidance, or a related behavioral or social science program** and two (2) years of experience as a Vocational Rehabilitation Counselor with a State agency.

Eligibility Requirements for Vocational Rehabilitation Assistant Counselor:

- A Master's degree from an accredited college with a major course of study in rehabilitation counseling, or a related behavioral or social science program.
- Substitutions include a Bachelor's degree and four (4) years of full time employment as a Vocational Rehabilitation Counselor with a State Vocational Rehabilitation agency. The term of appointment without a Master's degree in this class shall be for a maximum period of three (3) years at which time continued employment will be contingent based on completion of studies for an earned Master's degree in Vocational Rehabilitation Counseling, psychology, education or related behavioral or social science program.

Note: The Department requires that candidates for Bureau of Rehabilitation Services, Vocational Rehabilitation Assistant Counselor positions have the educational qualifications for Rehabilitation Counselor that meet the most current national standard for Certified Rehabilitation Counselor (CRC) as specified by the Commission on Rehabilitation Counselor Certification (CRCC) website: http://www.crc certification.com/pages/eligibility_requirements/69.php. This criteria must be completed within (3) three years from date of hire.

EXAMPLES OF DUTIES:

Provides professional rehabilitation planning for services to individuals with disabilities presenting difficult vocational adjustment and rehabilitation problems; actively locates, investigates and interviews individuals with disabilities to explain functions; services and eligibility requirements of the agency; counsels individuals and assists in planning, selecting, preparing for and achieving a vocational adjustment, obtain significant information from the individual and necessary information from school, employers, and other public and private agencies and medical facilities; arranges for services within the agency or other community agencies; may administer psychological tests; furnishes consultative services to community agencies;

Knowledge, Skill and Ability: Knowledge of principles and techniques of interviewing and occupational testing; knowledge of job analysis and ability to identify and interpret labor market trends; ability to determine and utilize appropriate job placement techniques; knowledge of the kinds of community resources available to help rehabilitate and improve the employability of disabled persons; ability to gather, analyze, evaluate and record information pertinent to the rehabilitation of an individual; ability to establish and maintain an effective counseling relationship with individuals.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below.

- A State of Connecticut Application for Examination or Employment (CT-HR-12), available online at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.
- Copy of college transcript. **Original transcripts will be required upon offer of employment.**
- Three (3) updated professional reference letters from current and/or former supervisors, or performance appraisals.
- Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references.

**Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources**

Due to the large number of applications we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, faxed, emailed or hand-delivered copies will not be accepted.** **PLEASE NOTE: The primary contact will be via email if provided on your application**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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