

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY**

**VOCATIONAL REHABILITATION COUNSELOR (CLIENT/PATIENT) – RECOVERY SERVICES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list.  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** **SM25966**  
**Hours:** 1<sup>st</sup> shift/ 8:00 a.m. to 4:30 p.m./40 hours per week  
**Salary:** \$58,318  
**Closing Date:** September 17, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the Vocational Rehabilitation Counselor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties may include but not limited to:** Assigned to an interdisciplinary Recovery Services team and responsible for providing recovery-oriented, vocational and educational services to individuals with multiple psychiatric disorders. Knowledge of principles and techniques of rehabilitation counseling, interviewing, knowledge of symptoms of alcoholism and rehabilitative treatments; knowledge of basic risk assessment; knowledge of community resources; knowledge of occupations and labor market in assigned area; interpersonal, oral and written communication skills; ability to gather, analyze, and evaluate case information pertinent to rehabilitation of an individual; ability to write complete and concise case reports. Evaluates clients for vocational rehabilitation services; provides oversight to individuals in work readiness program (SMHA's Recovery Cafe); facilitates work readiness groups; establishes community contacts; facilitates vocational training and retraining; works with treatment teams to assist individual clients in achieving social, emotional and vocational stability; maintains case records and other pertinent material; considerable knowledge of community resources and programs, ability to evaluate and act in crisis situations; services include comprehensive assessment and treatment planning, linking and coordinating services, basic computer skills, knowledge of agency policies and procedures, ability to comply with agency attendance and work rule requirements, ability to perform CPR and first aid, current knowledge of safe work practices; Provides data entry; Performs other duties as required.

**Special Experience and Training:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Vocational Rehabilitation Counselor applying to a Vocational Rehabilitation Counselor posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **\*Note to DMHAS Lateral employees:** Information sessions will be held during the posting period ending September 17, 2012. Contact Cindy Lukaszewicz at (860) 859-4651 to schedule an information session.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Cindy Lukaszewicz, Human Resource Representative  
Southeastern Mental Health Authority  
401 West Thames Street, Building 301, Norwich, CT 06360  
Phone: (860) 859-4651 / FAX: (860) 859-4792  
Email: [Cindy.Lukaszewicz@ct.gov](mailto:Cindy.Lukaszewicz@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-2**