

**STATE OF CONNECTICUT DEPARTMENT OF REHABILITATION SERVICES  
WORKERS REHABILITATION SERVICES**

**VOCATIONAL REHABILITATION COUNSELING COORDINATOR (CLIENT/PATIENT)**

**POSTING DATE:** August 23, 2013

**CLOSING DATE:** August 30, 2013

**OPEN TO:** Applications will be accepted only from candidates who have taken the current Vocational Rehabilitation Counseling Coordinator (Client/Patient) examination and have received a passing score, or from state employees who already have attained permanent status in this job class and are eligible for appointment to this position. This position also may be filled by mandatory candidates from Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

**POSITION:** Vocational Rehabilitation Counseling Coordinator (Client/Patient)

**Job Posting No:** 88119

**SALARY RANGE:** Effective August 26, 2013  
SH 26, \$69,286.00 - \$87,824.00

**LOCATION:** 233 Main Street  
New Britain, CT.

The selected candidate will be responsible to analyze and synthesize medical, psychological and legal reports to determine program eligibility and services for individuals with complex vocational needs. Interface with Commissioners who adjudicate claims under Worker Compensation statutes. Provide expert vocational testimony when necessary. Please note, preference will be given to candidates who have obtained a Masters degree. Also, the candidate will work between New Britain and Hartford

**EXAMPLES OF DUTIES:**

Plans, establishes, maintains, and evaluates a network of services for clients experiencing difficult and complex vocational adjustment and rehabilitation problems; identifies appropriate vocational rehabilitation programs both within agency and community and investigates eligibility requirements of such programs; evaluates potential of handicapped individuals to benefit from vocational rehabilitation services; assesses vocational rehabilitation needs of clients and develops treatment plans; monitors implementation of treatment plans; provides professional counseling services to a caseload of individuals experiencing the most difficult and complex vocational rehabilitation and vocational adjustment problems; maintains case records on assigned caseload; prepares reports concerning rehabilitation services rendered; may administer and interpret psychological tests as they pertain to vocational interests and abilities; may provide consultative services to community agencies; may speak before lay and professional groups; performs related duties as required.

As the working supervisor of a centralized vocational rehabilitation unit of a state agency or institution, plans, directs, and monitors provision of services to specified groups of clients presenting difficult and complex rehabilitation and vocational adjustment problems; assigns caseloads to staff; provides technical assistance and consultation to staff; reviews work and evaluates performance of staff; assesses inservice training needs and trains staff; assesses vocational rehabilitation needs of clients various methods; develops for and/or with clients vocational rehabilitation treatment plans and monitors their implementation; refers clients to institutional and/or community rehabilitation modalities; follows up on client progress and performance; supervises maintenance of case records and files; prepares reports concerning vocational services rendered; may direct vocationally oriented group sessions such as sheltered workshops; may provide individual and group counseling services to a small caseload of individuals experiencing the most difficult and complex vocational rehabilitation and vocational adjustment problems; may coordinate Special Educational and/or individualized educational programs between institution and local public school system; may speak before lay and professional groups; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of principles and techniques of vocational rehabilitation counseling and interviewing; knowledge of vocational rehabilitation process; knowledge of relevant state and federal laws and regulations; knowledge of psychological and occupational testing; knowledge of rehabilitative remedies and treatment; knowledge of community resources available to meet rehabilitative needs of individuals; knowledge of labor market major occupational groups and their required qualifications; considerable interpersonal skills; oral and written communication skills; ability to gather, analyze and evaluate significant case information pertinent to rehabilitation of individuals; ability to prepare reports and maintain files and records; some supervisory ability.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Eight (8) years of experience in vocational rehabilitation counseling or related fields which involve dealing with problems of individual behavior in relation to vocational adjustment.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in rehabilitation counseling, vocational guidance, or a related behavioral science may be substituted for one (1) additional year of the General Experience.
3. For State employees, two (2) years of experience as a Vocational Rehabilitation Counselor(Client/Patient) may be substituted for the General Experience.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax 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, 6<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE POSTMARKED BY August 30, 2013, CLOSE OF BUSINESS**

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).

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