The Department of Rehabilitation Services, Bureau of Rehabilitation Services is currently recruiting for one (1) Vocational Rehabilitation Counselor 1 - Employment Consultant position. **Preference will be given to those with a Master's degree in Rehabilitation Counseling.** However, candidates currently in a related Master's degree program, or a Master’s degree in Vocational Rehabilitation or closely related field with (1) one semester remaining to graduate, maybe considered for the Vocational Rehabilitation Counselor Intern level. State wide travel is required.

**Preferred Experience and Skills:**

- Knowledge of Vocational Rehabilitation (VR) services and supports, specifically the services of Job Development, Job Placement, OJT Contract Negotiations and Working Interviews.
- Provide business development and marketing of consumer work attachment services (Placement, OJT, WI and Training Programs) in the employer community.
- Utilize a three-customer approach which equally services the needs of VR Counselors, VR Consumers and Employers in the Community.
- Familiarity with job development strategies that solicit consumer referrals from VR counselors to employers and, in turn, solicit open job leads from employers for VR Counselors to present to qualified VR candidates.
- Experience developing and delivering presentations to employers regarding VR services in areas such as disability in the workplace, job accommodations and available employer incentives.

**Examples of Duties:**

Performs a limited range of professional rehabilitation planning for and services to individuals with disabilities and rehabilitation needs; conducts interviews and explains functions, services and eligibility requirements of the agency; counsels individuals and assists in planning, selecting, preparing for and achieving a vocational goal; obtains sufficient case information from schools, employers, Social Security Administration and other public and private agencies and medical facilities; arranges for services within the agency or other community agencies; prepares written reports to document decisions and assesses vocational rehabilitation potential; establishes community referral sources; prepares case histories and other case records as components of an assigned caseload using an electronic system; coordinates and delivers presentations; may administer vocational tests; performs related duties as required.
Knowledge, Skill and Ability:

Knowledge of the principles and techniques of vocational rehabilitation counseling and interviewing; some knowledge of disability and resulting functional limitation and medical terminology; some knowledge of community resources; interpersonal skills; oral and written communication skills; ability to relate to different cultural and economic backgrounds; ability to organize time, set priorities and manage workload using an electronic system; some ability to gather, analyze and evaluate significant information pertinent to the rehabilitation of an individual; some ability to establish and maintain an effective counseling relationship with individuals; some ability in report writing.

General Experience:

A Master's degree from an accredited college with a major course of study in vocational rehabilitation counseling, psychology, special education or related behavioral or social sciences.

Special Requirements:

1. Incumbents in this class must have met the national standard for Certified Rehabilitation Counselor (CRC) as specified by the Commissioner on Rehabilitation Counselor Certification (CRCC) at the time of appointment.
2. Incumbents in this class are required to maintain a valid Motor Vehicle Operator's license or Identification Card.
3. Incumbents in this class may be required to travel with or without accommodation.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below:

- State of Connecticut Application for Employment: [CT-HR-12]
- Copy of college transcripts (Original will be required upon hire).
- Three (3) 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 with your application materials.

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT 06105
ATTN: Human Resources
OR EMAIL TO: DORS.Recruitment@ct.gov

THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.

PLEASE NOTE: The primary contact will be via email if provided on your application.

Applications will be accepted by U.S. Mail, or email only. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact DORS Human Resources at 860-424-4985 or DORS.Recruitment@ct.gov