

STATE OF CONNECTICUT DEPARTMENT OF REHABILITATION SERVICES
PROMOTIONAL OPPORTUNITY

VOCATIONAL REHABILITATION COUNSELING COORDINATOR (BLIND)
BUREAU OF EDUCATION AND SERVICES FOR THE BLIND

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

Open To: DORS EMPLOYEES

Location: 184 Windsor Avenue, Windsor, CT 06095

Job Posting No: 105868

Hours: 8:30 am to 4:15 pm

Salary: EB27 \$66,048.00 – 85,344.00

Closing Date: September 18, 2013 to September 30, 2013

Examples of Duties: Provides extensive guidance and individual training to Vocational Rehabilitation Counselors (Blind) on successful techniques for increasing employment opportunities for clients; trains counselors on interviewing methods with clients and offers guidance on approaches to increase client motivation, participation and satisfaction with services being provided and coordinated; provides guidance and training to counselors on case management procedures and job development techniques; coordinates and provides vocational rehabilitation services to clients on assigned caseloads with an emphasis on activities that result in successful employment; provides counseling and vocational assessment; initiates referrals to service providers for clients to receive evaluations and training necessary to prepare for and enter into employment; explores and secures alternative funding sources for providing services; interfaces with outside organizations, employers and civic groups regarding agency services; develops job sites for clients and coordinates necessary services to enable a suitable job match; responds to client inquiries about procedures and policies that relate to providing services; establishes linkages with service providers statewide that offer training and employment opportunities to program clients; may schedule, assign, oversee and review work of staff; performs related duties as required.

Minimum Qualifications Required: Considerable knowledge of principles and techniques of vocational rehabilitation counseling, interviewing and assessment of persons with visual impairments; considerable knowledge of occupations, job requirements and safety factors related to job functions; considerable knowledge of medical, social and psychological aspects of disabilities; knowledge of community resources governing vocational rehabilitation program; considerable interpersonal skills; oral and written communication skills; some supervisory ability.

General Experience: A Master's degree in rehabilitation counseling or a closely related field and three (3) years of professional experience in rehabilitation counseling, job placement of persons with disabilities or vocational adjustment counseling.

Application Instructions: Employees who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12) along with two (2) most recent service ratings. **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, 6th Floor
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY September 24, 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.

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.