



**EXAMINATION OPEN TO THE PUBLIC**

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

**ANNUAL \$67,267 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$85,266**      **GROUP: SH 26**      **DATE: FEBRUARY 15, 2012**      **NO: 120210OCPD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In a state agency this class is accountable for supervising and/or coordinating a vocational rehabilitation program or centralized vocational rehabilitation unit for patients/clients.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY FEBRUARY 15, 2012:

**GENERAL EXPERIENCE:** Eight 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 semester hours equaling one half year of experience to a maximum of four 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 additional year of the General Experience. (3) For State employees, two years as a Vocational Rehabilitation Counselor (Client/Patient) may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:** Incumbents in this class in the Bureau of Rehabilitation Services may be required to possess a Master's degree in Vocational Rehabilitation or a closely related field.

**KNOWLEDGE, SKILLS AND ABILITIES:** 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.

**THE EXAMINATION WILL BE COMPOSED OF:**

	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)**
- (2) Supplemental Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Vocational Rehabilitation Counseling Coordinator (Client/Patient), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Vocational Rehabilitation Counseling Coordinator (Client/Patient) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience managing and/or coordinating vocational rehabilitation programs or services for clients/patients. Be specific as to the type of rehabilitation programs or services in which you were involved, the number of clients you served and the setting in which you worked. Describe your actual duties in coordinating and implementing these services and whether you handled these responsibilities independently or as a member of a team. Include your experience in the evaluation of client/patient services including the administration and interpretation of functional assessments. Be specific about your experience in gathering, analyzing and evaluating case information pertinent to the rehabilitation of an individual. Describe the type of client population with which you worked, the type and purpose of the assessments administered, and your specific duties and responsibilities in this area. **(2)** Experience providing vocational rehabilitation counseling with clients/patients. Describe the type of counseling you performed, the client population involved, the number of clients/patients you served and the intended outcome of your counseling services. Detail your participation on a multi-disciplinary treatment team in the development and implementation of vocational plans for clients/patients. Detail any experience in developing client vocational goals and objectives and the steps taken to achieve these objectives and the intended outcome. **(3)** Supervisory/lead experience. Detail your experience leading or supervising others including the numbers and job titles of those you lead/supervise. Describe your experience assigning, overseeing, reviewing and evaluating the work of staff. Also include any experience you have in training staff. **(4)** Experience providing consultative and/or technical assistance regarding vocational rehabilitation programs and/or services. Be specific as to when you provided this consultation/assistance, the nature and purpose of the contacts. Also, detail any experience serving as liaison to professionals and the public working in those programs and services and the nature of the liaison activities involved. **(5)** Oral and written communications experience. Detail the nature and purpose of any correspondence, or reports that you have had responsibility for preparing, for whom they were prepared and the intended outcome. Also describe any public speaking you have had (i.e. giving talks or lectures to groups, conducting educational workshops and/or professional presentations), the purpose of your presentations and audience reached. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job.

**Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by February 15, 2012.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by March 28, 2012.** **(8) A separate application/examination package must be submitted for each exam you are applying for**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**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.