



EXAMINATION OPEN TO THE PUBLIC

**VOCATIONAL REHABILITATION COUNSELOR
(CLIENT/PATIENT)**

**ANNUAL \$58,318
SALARY: \$74,296**

**SALARY
GROUP: SH 23**

**APPLICATION CLOSING
DATE: OCTOBER 23, 2012**

**EXAM
NO: 121680OCDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state facility or institution, this class is accountable for providing vocational rehabilitation counseling services to a caseload of clients and/or patients.

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 **OCTOBER 23, 2012**:

GENERAL EXPERIENCE: Six years' technical or professional experience in rehabilitation counseling or related counseling fields which involve dealing with emotional problems of individuals or 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 or educational guidance or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles and techniques of rehabilitation counseling, interviewing, psychological and occupational testing; knowledge of symptoms of alcoholism and rehabilitative remedies or treatments; knowledge of community resources; knowledge of occupations and labor market in assigned area; interpersonal skills; oral and written communication skills; considerable ability to gather, analyze, and evaluate significant case information pertinent to rehabilitation of an individual; ability to write complete and concise case reports; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

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

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required 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 Counselor (Client/Patient) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Vocational Rehabilitation Counselor (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 in case management.** Be specific about your role in coordinating patient/client services. Be specific about your experience in gathering, analyzing and evaluating case information pertinent to the rehabilitation of an individual. **(2) Experience in the evaluation of patient/client services including the administration and interpretation of functional assessments.** Be specific as to the type of client population with which you dealt, the type and purpose of the assessments administered and your specific duties and responsibilities in this area. **(3) Experience providing vocational rehabilitation counseling with clients/patients.** Describe the type of counseling you performed, the client population involved, the number of client/patients you served and the intended outcome of your counseling services. **(4) Experience participating in a multi-disciplinary treatment team in the development and implementation of vocational rehabilitation plans for clients/patients.** Describe the nature of these plans and the client population involved. Detail any experience in developing goals **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 October 23, 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 December 10, 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 Center.

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, persons with disabilities and military veterans.