

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Counselor Supervisor

Please follow the specific application filing instructions at the bottom of this page!

Open To: Department of Correction Employees on current exam list or lateral transfer

Location: Parole & Community Services – Residential Unit, Hartford

Hours: 40 hours per week; 1st shift

Salary: \$71,722 - \$94,761

Closing Date: Tuesday, October 22, 2013

Eligibility Requirement:

To apply for the position of Correctional Counselor Supervisor (CCS), candidates must have applied for and passed the CCS exam and be on the current certification list promulgated by the Department of Administrative Services. DOC employees currently holding the title of Correctional Counselor Supervisor or who have previously attained permanent status in the class may also apply.

Minimum Qualifications:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of case work methods and techniques and current correctional practices including inmate classification systems and parole practices; considerable knowledge of individual and social factors contributing to delinquency and crime; considerable knowledge of counseling principles and techniques; considerable knowledge of welfare resources; knowledge of substance abuse and current correctional treatment practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan and organize a case work program; ability to utilize computer software; supervisory ability.

Preferred Experience:

This position will oversee the Residential Unit and/or the Central Intake Unit. This position will also supervise all functions of offender classification and records for the Parole and Community Services Division. The ideal candidate will possess superior experience and knowledge of records, classification, preparing/processing re-entry packages, knowledge of Community Resources and be well versed on the different mechanisms for offenders to be released to the community (I.E. transitional supervision, halfway house, etc). The candidate must have strong written and verbal communication skills. The incumbent will also represent the Department of Correction at inter-agency meetings and with residential service providers. **Since this is not a facility-based position, meal allowance is not included.**

Note:

The filling of this position will be in accordance with reemployment, SEBAC, promotion and merit employment rules. Employees should be aware that performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations, and an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf . Candidates must submit a complete application along with other requested documents as indicated above to be considered for these positions.

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

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