



**DEPARTMENT OF REHABILITATION SERVICES (DORS)**  
**Bureau of Rehabilitation Services**  
**JOB OPPORTUNITY**

**VOCATIONAL REHABILITATION DISTRICT DIRECTOR**  
**This position is 100% Federally Funded**

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

**THIS POSITION IS BEING REPOSTED, THOSE WHO HAVE APPLIED NEED NOT REAPPLY**

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| <b>Open To:</b>        | <b>The Public</b>  |
| <b>Location:</b>       | <b>Western Region: Bridgeport, Danbury, Stamford, Torrington and Waterbury</b> |
| <b>Job Posting No:</b> | <b>32367</b>   |
| <b>Hours:</b>          | <b>8:00 am to 4:00 pm, 35 hours per week</b>                                   |
| <b>Salary:</b>         | <b>EA-36, \$97,041.00 - \$123,971.00 (P3-A)</b>                                |
| <b>Closing Date:</b>   | <b>August 9, 2016 to September 6, 2016</b>                                     |

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is currently recruiting for an Vocational Rehabilitation District Director for the Western Region. The selected candidate should have demonstrated experience in leading staff to achieving successful outcomes, managing multiple offices, and allocating resources to meet the needs of the communities. Developing models and overseeing service delivery; competence in Microsoft Office, current case management system, and CORE-CT, and excellent communication skills are required. Experience successfully partnering with state and private agencies is needed. **Working knowledge of agency budgets and recent Vocational Rehabilitation supervisory experience is preferred.**

**Additionally, the selected candidate must possess:**

- In-depth knowledge of the practice of Vocational Rehabilitation.
- Knowledge of state Human Resource procedures
- The ability to understand and apply relevant state and federal laws, statutes and regulations,
- The ability to work both independently and as part of both local and statewide teams to carry out the mission of the vocational rehabilitation program.
- The ability to demonstrate flexibility, exceptional interpersonal skills, sound reasoning and critical thinking to make decisions.

**EXAMPLES OF DUTIES:**

Plans, organizes, and directs all activities in an assigned region of the Bureau of Rehabilitation services; coordinates programs and services of district and local offices to provide maximum effective services to consumers; projects budgetary, staff, and personnel requirements and needs; acts as liaison between agency and referral and community agencies within the region; maintains existing and seeks new service and referral agencies; speaks before lay and professional groups; determines needs and provides for in-service training and staff development within the district; makes statistical and progress reports to central office.

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles, methods, procedures and current developments in administering vocational rehabilitation programs including personnel practices, administrative techniques and office management; considerable knowledge of current social legislation including Federal and State Laws pertaining to the rehabilitation of persons with disabilities; broad knowledge of organization and occupational structure of modern industry; knowledge of in-service training; knowledge of community organizations and other resources available to persons with disabilities; ability in written and oral expression.

**EXPERIENCE AND TRAINING:**

1. A Master's Degree in vocational rehabilitation counseling, guidance or a related behavioral or social science.
2. One (1) year of additional education in vocational rehabilitation
3. Six (6) years of progressively responsible employment in vocational rehabilitation counseling including at least three (3) years in a supervisory capacity

**NOTE:**

For employees of the Connecticut Bureau of Rehabilitation Service seven (7) years of employment as a Vocational Rehabilitation Counselor may be substituted for the graduate study requirement.

**NOTE:**

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

**Application Instructions:** In addition to meeting the above requirements, candidates must send the following information postmarked on or before the closing date in order to be considered for this position:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. For State employees, please submit your two (2) most recent service ratings with your application materials.
3. Three (3) professional reference letters to:

[DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)  
**THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL**  
or  
**Department of Rehabilitation Services**  
**55 Farmington Avenue, 12<sup>th</sup> Floor**  
**Hartford, CT. 06105**  
**ATTN: Human Resources**

Due to the large number of applications we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, faxed or hand-delivered copies will not be accepted.**

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

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE September 6, 2016.**

**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.