

DEPARTMENT OF REHABILITATION SERVICES

JOB OPPORTUNITY

**VOCATIONAL REHABILITATION COUNSELOR (REHABILITATION SERVICES)
(May be underfilled as an Assistant Vocational Rehabilitation Counselor)**

**Functional Title of
BENEFITS SPECIALIST/COMMUNITY WORK INCENTIVE COORDINATOR**

OPEN TO: Public

JOB POSTING NO: 32405/32465

HOURS: 35 hour work week

SALARY RANGE: (EB-21) \$52217.00 – \$66404.00
(EB-32) \$56188.00 – \$73162.00
(New hires start at minimum of salary range)

LOCATION: 3580 Main Street, Hartford, CT
414 Chapel Street, New Haven, CT

POSTING DATE: November 10, 2014 – November 24, 2014

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is presently accepting applications to fill two (2) Vocational Rehabilitation Assistant Counselor, Benefits Specialist, Community Work Incentive Coordinator positions. This position may require statewide travel. **The Hartford position requires fluency in the Spanish language.**

Responsibilities: Provides professional benefits counseling to individuals receiving SSDI, SSI, Medicaid, Medicare, TANF, housing subsidies and other federal and state benefit programs in relation to the impact of employment on the benefits an individual is eligible to receive based upon disability and level of income. Provides an assessment of potential benefits the individual may be granted. Conducts a detailed analysis of the impact personal earnings will have on an individual's benefits status, including the impact of increased earnings for those beneficiaries already employed. Provides guidance in the retention of benefits necessary to maintain health and safety, particularly the retention of medical benefits. Evaluates and understands the array of service delivery plans that may be intersecting an individual's life and assists the individual and key stakeholders involved in incorporating benefits management goals and objectives into existing service delivery plans. Provides information to individuals and key stakeholders on reporting requirements and reviews, re-determination dates and documentation required. Provides information to individuals and key stakeholders regarding work incentive programs and policies in place. Conducts outreach to key stakeholders including: individuals with disabilities; their families; advocates and providers; and employment networks. Provides training on benefits management to individuals with disabilities, their families and key stakeholders. Perform other related duties as required.

Knowledge, Skill and Ability: Thorough knowledge of Federal and State benefit programs for persons with disabilities including but not limited to SSI, SSDI, Medicaid, Medicare, TANF, Food Stamps, and HUD housing subsidies (including Section 8). Knowledge of work incentives for beneficiaries and the impact of earnings on an individual's benefit profile. Must possess excellent written and oral communication skills; interpersonal skills; problem solving ability and have organizational skills along with mathematical proficiency. Must have the ability to gather, analyze, evaluate and record information pertinent to the income of an individual and the ability to present to groups and conduct trainings. **The Hartford position requires fluency in the Spanish language.**

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12), a copy of their college transcript and three reference letters from individuals they have worked for or their three most recent performance evaluations. **(Note: Original transcripts will be required upon offer of employment).**

Due to the large number of applications received, we cannot confirm receipt of applications.

Incomplete, blank or late applications will not be considered. Also, no fax, or hand-delivered copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) with all required information to:

DORS.Recruitment@ct.gov

PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE November 24, 2014.

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

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.