

**DEPARTMENT OF REHABILITATION SERVICES**

**VOCATIONAL REHABILITATION COUNSELOR  
DISABILITY CLAIMS EXAMINER**

**May be under filled at the level of  
VOCATIONAL REHABILITATION ASSISTANT COUNSELOR**

**These positions are 100% federally funded**

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

**Open To:** Current State Employees and the Public

**Location:** 309 Wawarme Avenue, Hartford, CT 06114

**Job Posting No:** VRCDDS, 052015

**Hours:** Monday – Friday, 35 hours per week

**Bargaining Unit:** Education Professions (P-3B)

**Salary:** \$52,217.00\* - \$66,404.00 EB-21  
\$56,188.00\* - \$73,162.00 EB-23  
\* Employees new to state service start at the minimum of the range

**Posting Date:** May 7, 2015 – May 21, 2015

The Department of Rehabilitation Services, Disability Determination Services is presently accepting applications for multiple vacancies. In Disability Determination Services, disability examiners are responsible for adjudicating disability claims filed through the Social Security Administration (SSA). Disability examiners are required to analyze medical evidence, evaluate vocational information, assess technical criteria of the SSA disability program, and prepare written determinations to evaluate eligibility for benefits. Applicants must have knowledge of disabling conditions, familiarity with medical terminology, and an understanding of vocational issues and the functional demands of work. Knowledge of the SSA disability program is helpful. Excellent computer and telephone communication skills are required. Successful candidates will possess excellent organizational skills, exceptional written and verbal communication skills, as well as good attention to detail. The ability to use sound reasoning and critical thinking to make decisions is also essential. **Preference will be given to those with a Master's degree in Rehabilitation Counseling.**

**Eligibility Requirements for Vocational Rehabilitation Counselor:**

- Master's degree in Rehabilitation Counseling from an institution by the Council on Rehabilitation Education and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency.
- Master's degree and current Certified Rehabilitation Counselor (CRC) certification and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency.
- A Master's degree from an accredited college with a major course of study in rehabilitation counseling, psychology, education, vocational guidance, or a related behavioral or social science program and two (2) years of experience as a Vocational Rehabilitation Counselor with a State agency.

**Substitution Allowed:**

- Bachelor degree and five (5) years of experience as a Disability Claims Examiner with a State Disability Determination Agency.

**Eligibility Requirements for Vocational Rehabilitation Assistant Counselor:**

- A Master's degree from an accredited college with a major course of study in rehabilitation counseling, or a related behavioral or social science program.

**Substitution Allowed:**

- Bachelor degree and four (4) years of experience as a Disability Claims Examiner with a State Disability Determination agency.

**RESPONSIBILITIES:** Adjudicates claims for disability benefits filed under the Federal Social Security Administration; analyzes and evaluates medical, psychiatric, vocational and other evidence for consistency, validity and sufficiency. Confers with medical and other consultants to resolve complex problems; determines need for consultative examinations in fields of medicine, psychiatry, psychology and vocational guidance to obtain additional evidentiary documentation. Evaluates total evidence in accordance with Social Security criteria and determines capacity of claimant to engage in substantial gainful activity. Assesses vocational rehabilitation potential and prepares written determinations to document decisions; Performs related tasks as required.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of disabling conditions and medical terminology; considerable ability to gather, analyze, and evaluate significant information pertinent to the determination of eligibility for benefits and to rehabilitation; ability to communicate effectively; ability to write complete and concise decisions; some supervisory ability.

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

**APPLICATION INSTRUCTIONS:** All qualified candidates, must submit the following and forward as indicated below:

1. A State of Connecticut Application for Examination or 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. A copy of their college transcript. Please note, **original transcripts will be required upon offer of employment.**
3. Three (3) updated professional references from current and/or former supervisors, or performance appraisals
4. Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references.

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, emailed 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 MAY 21, 2015.**

**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.