

**STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
Bureau of Rehabilitation Services**

Vocational Rehabilitation Supervisor

OPEN TO: Current DORS Employee Only

POSITION: Vocational Rehabilitation Supervisor
BU: P3B, 35Hrs

JOB POSTING NO: 32450

SALARY RANGE: \$69383.00 – 90314.00 (EB 28)

POSTING DATE: June 12, 2014 – June 26, 2014

LOCATION: Bureau of Rehabilitation Services
3580 Main Street, Hartford, CT

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is seeking to fill a Vocational Rehabilitation Supervisor position. **This position will provide office coverage as needed to all offices within the Northern region. The office locations are Hartford, New Britain, Enfield, Manchester, East Hartford and Danielson.** The successful candidate will be proficient in using System 7 to obtain statistical data and run reports as well as case reviews. The ability to conduct a case load review is essential. In addition, administrative supervision of a staff of rehabilitation counselors and/or may be responsible for administration of a local area service office.

RESPONSIBILITIES: In a large district office, supervises, guides and advises counselors in all phases of rehabilitation casework; reviews reports and case records for uniformity in the application of policies and standards of service; coordinates all programs and services to provide maximum effective service to clients; identifies in-service training and staff development needs for technical and clerical personnel; may plan, organize and direct all activities in a small local area service office of the Bureau of Rehabilitation Services; may represent the Bureau in community relations activities and speak before lay and professional groups; prepares progress and statistical reports and submits to District Director or central office as required; does related work as required.

SUPERVISION RECEIVED: Works under the direction of the Vocational Rehabilitation District Director in a large district office or may serve as administrator of a small local area service office.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of vocational rehabilitation principles, methods and procedures and current developments; knowledge of personnel supervision, administrative techniques and office management as related to a complete rehabilitation program; knowledge of current social legislation including federal and state laws pertaining to the rehabilitation of persons with disabilities; knowledge of in-service training; knowledge of community organizations and other resources available to disabled persons; ability in written and oral expression. Knowledge of federal standards and indicators, quality of case management and excellent case recording skills.

EXPERIENCE AND TRAINING: A Master's degree in rehabilitation counseling, vocational guidance or related behavioral or social science, plus one (1) year of additional education in vocational rehabilitation and five (5) years of progressively responsible employment in vocational rehabilitation including at least two (2) years in a lead capacity. **NOTE:** For employees of the Bureau of Rehabilitation Services seven (7) years of employment as a Vocational Rehabilitation Counselor may be substituted for the graduate study requirement

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12) and submit their (2) two most recent service ratings. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). 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) to:**

**Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street – 6th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED AND POSTMARKED ON OR BEFORE June 26, 2014.

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